TEAM-Web User Guide

Chapter 4
Modifying an Application

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Chapter 4 Change History

Version	Date	Description	Change By
1.0	09/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates	Travis Klein, Sonya Ransome
1.2	10/18/2005	Changes to the Comments/Concurrence guidance	Travis Klein, Sonya Ransome
1.3	06/07/2006	Changes to the Project Information screen to include Security and Earmarks	Sonya Ransome
2.0	04/23/2007	Major Formatting Changes and updates as required	Travis Klein
2.01	05/10/2007	Minor Indexing updates	Travis Klein
2.02	02/28/2008	Minor modifications and reference updates	Travis Klein, Patty String
2.1	05/02/2008	Updated Supplemental Agreement References	Travis Klein
2.2	03/26/2009	Project Information Security tab text updates	Travis Klein

** Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*

Chapter 4 Table of Contents

Modifying an Application

Overview

This chapter will go through the process of modifying an application that is in a development stage. Features that it will detail include: Project Information, Budget, Milestones, Environmental Findings, Fleet Status, and Comments/Concurrence.

Modify Application

1. To modify an Application, begin by accessing that Application through the Query Applications screen and highlighting it (see Figure 1). For instructions on accessing applications, please see Chapter 2. ***Note: If you have just completed creating a new project, either by copying an existing project or entering original information, skip this step and proceed to #2 (your project should already be highlighted on your screen).***
2. Click on the plus sign next to **Modify Application** to expand the Modify Application sub-menu. The sub-menu will open, displaying the following options: **Project Information**, **Budget, Milestones**, **Environmental Findings**, **Fleet Status** and **Comments/Concurrence**.
3. Select the area that you would like to begin modifying by clicking on the corresponding sub-menu item. You may choose to start with any of the listed options, however, this User's Guide will give instructions on how to modify each section in the order of the sub-menu list, beginning with Project Information and ending with Comments/Concurrence. To continue, click on Project Information.

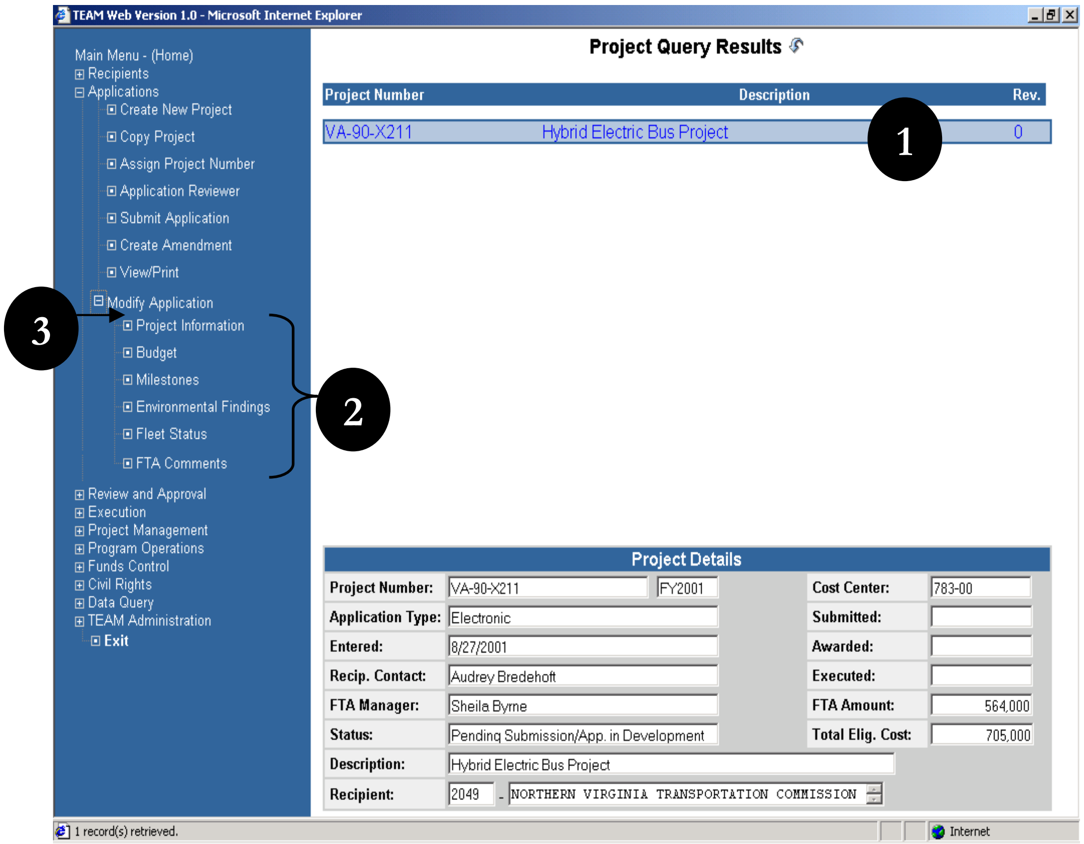

Figure 1

Project Information

All users have access to the **Project Information** screen until the **Reservations** screen is completed, at that point only FTA users will have access to open this screen.

General Tab

1. The Project Information screen will default to the General tab (see Figure 2 below). The Project Information screen also contains the Control Totals, UZA/Cong Dist., Earmarks and Security tab pages.
2. All information in the General tab with the exception of the Recipient information and Recipient Type field may be edited (Note: editable fields are also dependent upon the status of the project and what project parameters have been set).
3. To change the Brief Project Description (appearing next to the project number), click in the field and replace the existing description with a new one.
4. From the Project Type drop down menu, select the type of award that applies to your project (Grant, cooperative Agreement, Interagency Agreement, Intra-Agency Agreement, Loan, General Working Agreement, Other Transaction/Agreement or Procurement).

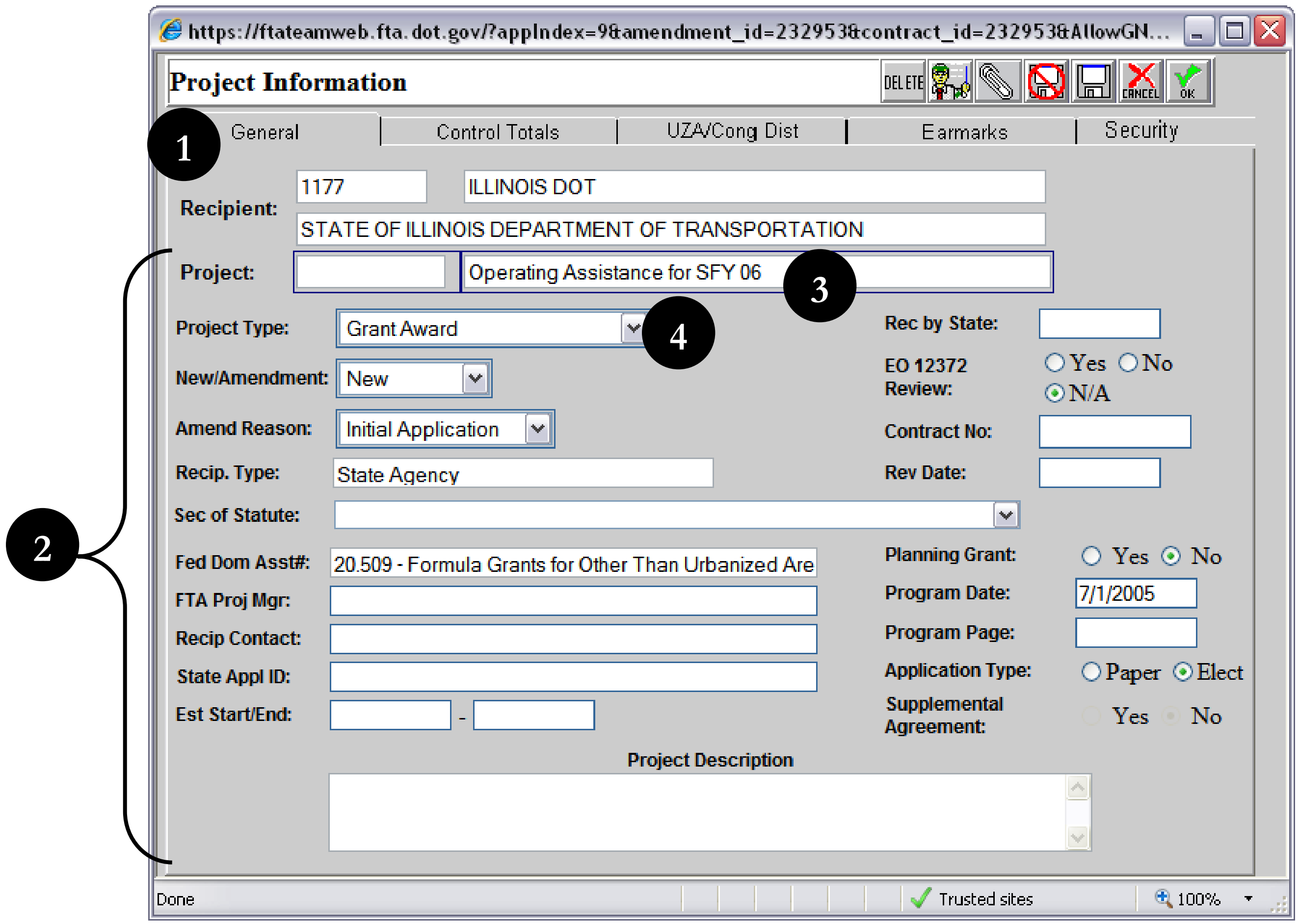

Figure 2

5. The **New/Amendment** drop-down permits you to indicate whether the project is a new project or an amendment to an existing project (see Figure 3 below).
6. The **Amend. Reason** drop-down allows you to display the reason for changing (amending) the project.
7. From the **Sec. of Statute** drop-down, select the statute from which the funding for the project will be derived. The Federal Domestic Assistance Number (**Fed Dom Asst#**) will automatically be populated upon your selection.
8. Specify an **FTA Project Manager** as well as a **Recipient Contact**.

9. Enter the **State Appl. ID**, **Estimated Start/End Date** and date when the state received the application (**Rec by State**).

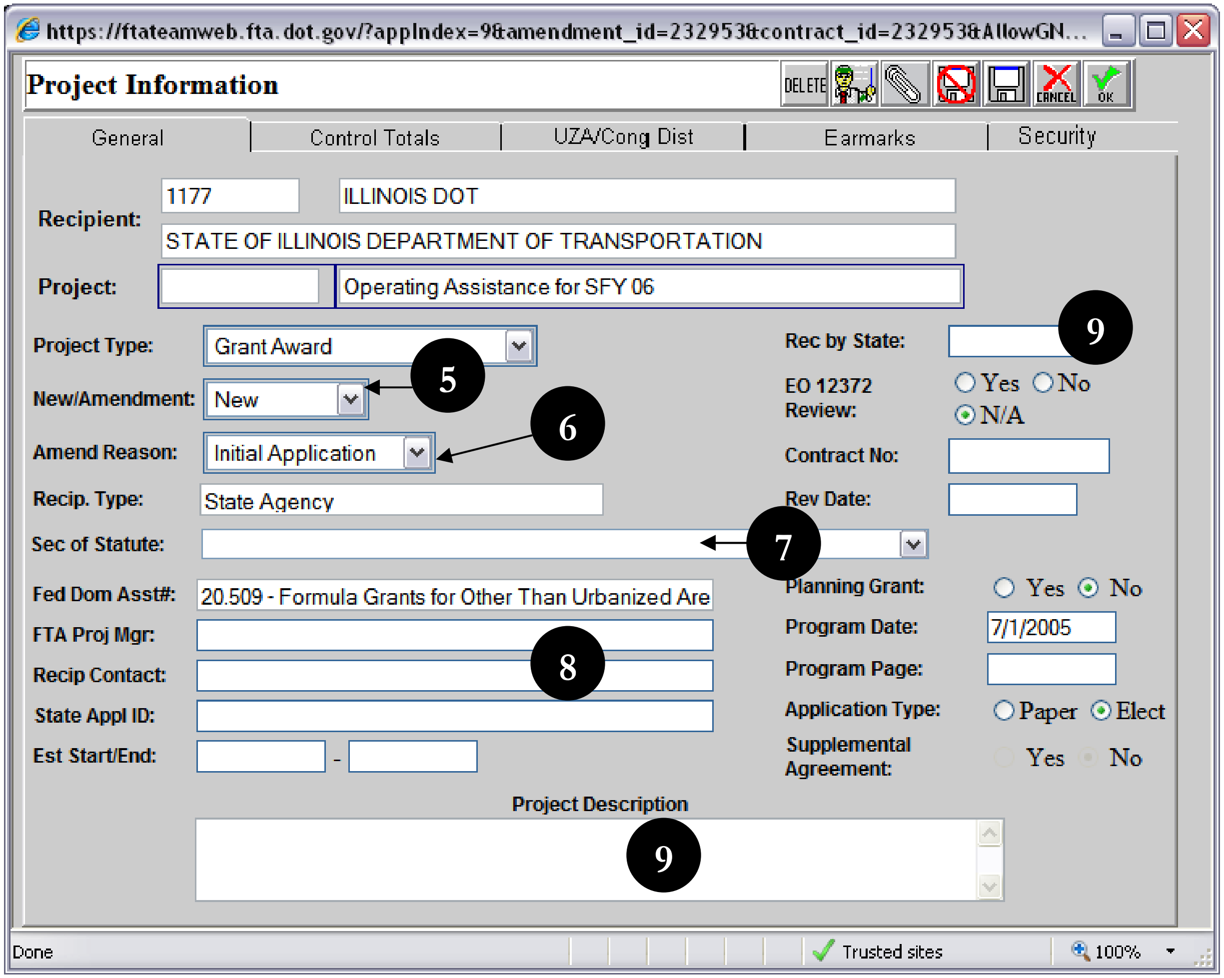

Figure 3

10. Indicate where **E.O. 123727** applies by selecting either ‘Yes’, ‘No’, or ‘N/A’ (see Figure 4 below).
11. Enter the **Contract No**.
12. Enter the date the application was reviewed (**Rev Date**).

13. Indicate if this is a **Planning Grant** by selecting either 'Yes' or 'No'
14. Next enter or modify the **Program Date** and **Program Page**.
15. Indicate the **Application Type** by selecting either 'Paper' or 'Elect' (Electronic) and whether or not there is a **Supplemental Agreement** (if applicable). **Note:** see Execution Chapter 7 for additional information concerning Supplemental Agreement parameters.
16. If necessary, modify the **Project Description.**

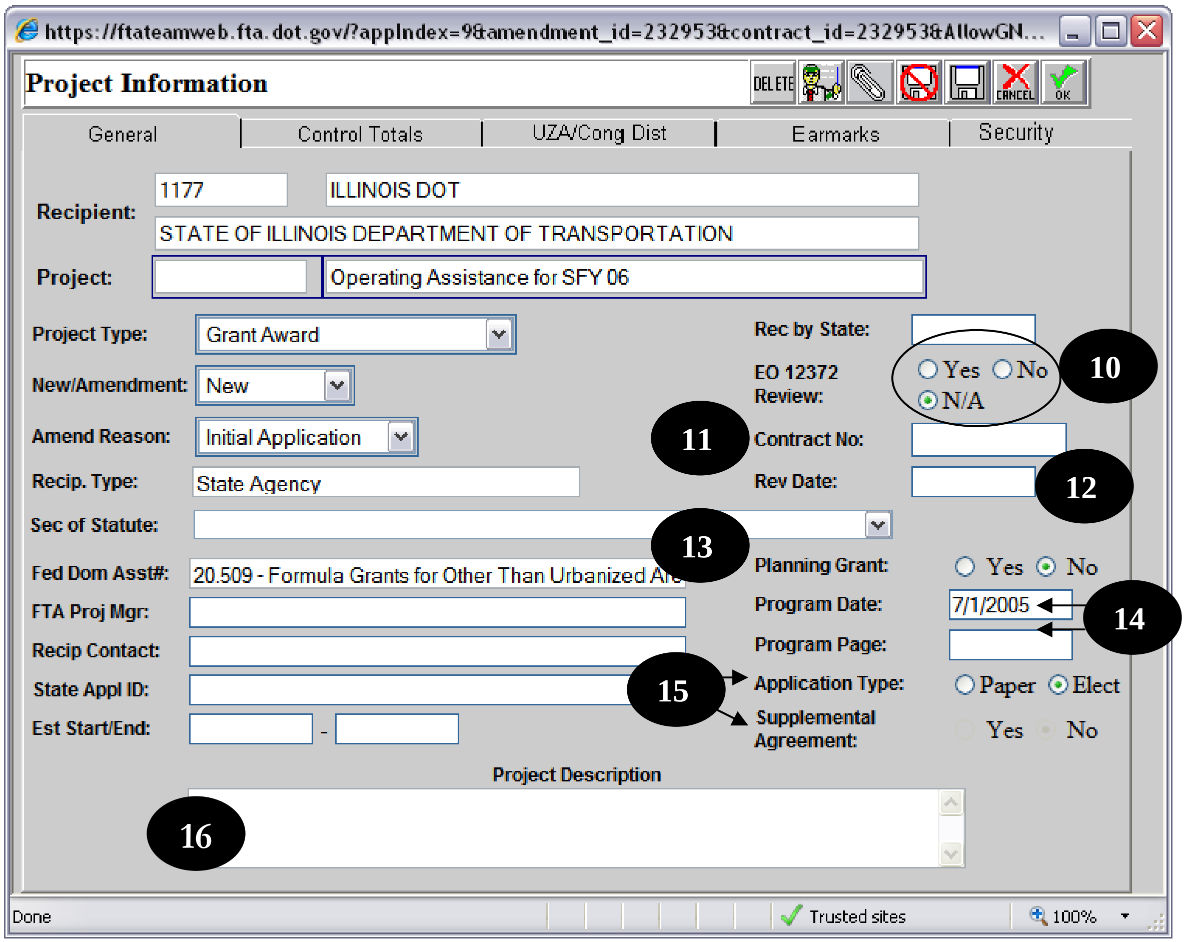

Figure 4

Control Totals Tab

1. Click on the **Control Totals** tab to open that tab screen (see Figure 5). Enter the **FTA** and **Local Amounts** (shares of project costs), as well as any **Adjustment Amount, State Amount, Other Federal Amounts,** or **Special Condition Amounts** in the **Amendment** column. For **Amendments**, type in the amendment amounts in the Amendment column. The amounts in the **Project** column will be updated when you save your changes press the "tab" key.
2. TEAM-Web will calculate the **Total Eligible Cost** and **Gross Project Cost** for you

**Note: The Control Totals must be consistent with the Project Budget in the Budget part of the Application. The Project Budget must balance against the Control Totals you enter.

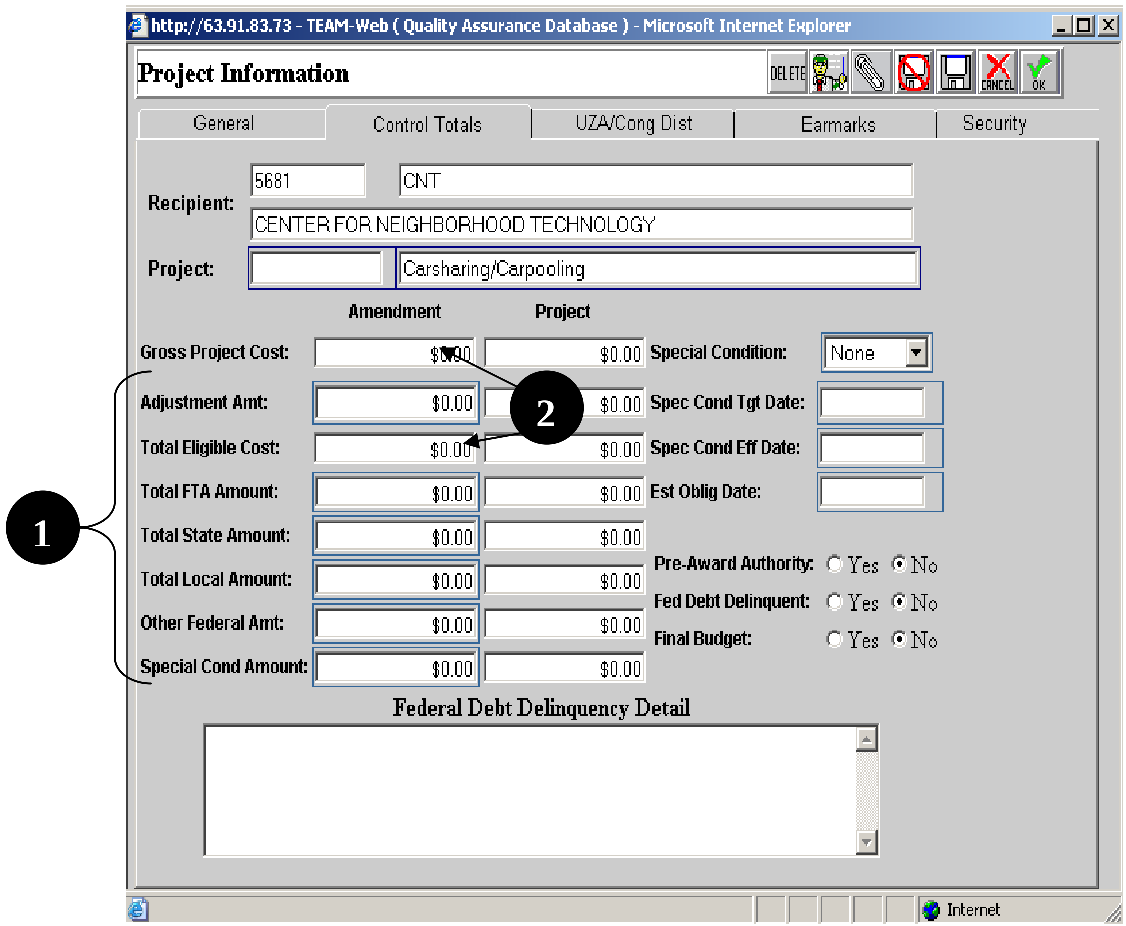

Figure 5

3. A dropdown list is attached to the **Special Condition** field (see Figure 6). The **Special Condition** field defaults to "**None**". To request FTA defer the local share, the recipient selects "**Deferred**". To request FTA waive all or part of the local share (permitted for certain R&D projects), the recipient should select "**Waived**". A recipient seeking a deferral or waiver must type the justification in the **Project Description** text box on the **General** tab of the **Project Information** window. FTA's decision to deny, defer or waive a project will appear in the FTA comments in the **Conditions of Award** (Comments/Concurrence screen). FTA's decision will also be reflected in the text of the **Grant or Cooperative Agreement**.

4. Enter the Special Condition Target Date (**Spec Cond Tgt Date**), Special Condition Effective Date (**Spec Cond Eff Date**) as well as an Estimated Obligation Date (**Est Oblig Date**).

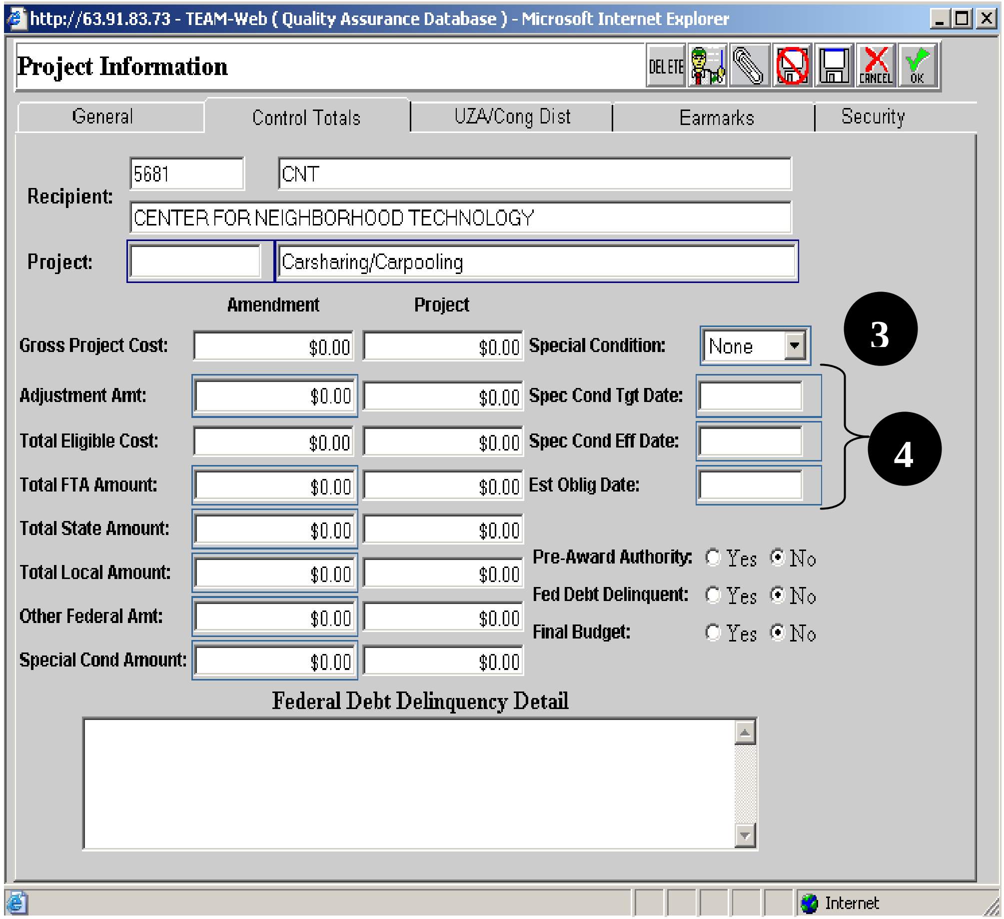

Figure 6

5. Select either ‘Yes’ or ‘No’ for each of the following categories (see Figure 7):

- **a. Pre-Award Authority**
- b. **Fed Debt Delinquent**
- c. **Final Budget**

6. If you selected ‘**Yes**’ under the Federal Debt Delinquent category, enter details of the delinquency in the **Federal Debt Delinquency Detail** text-area.

7. Next, click on the **UZA/Cong Dist** Tab.

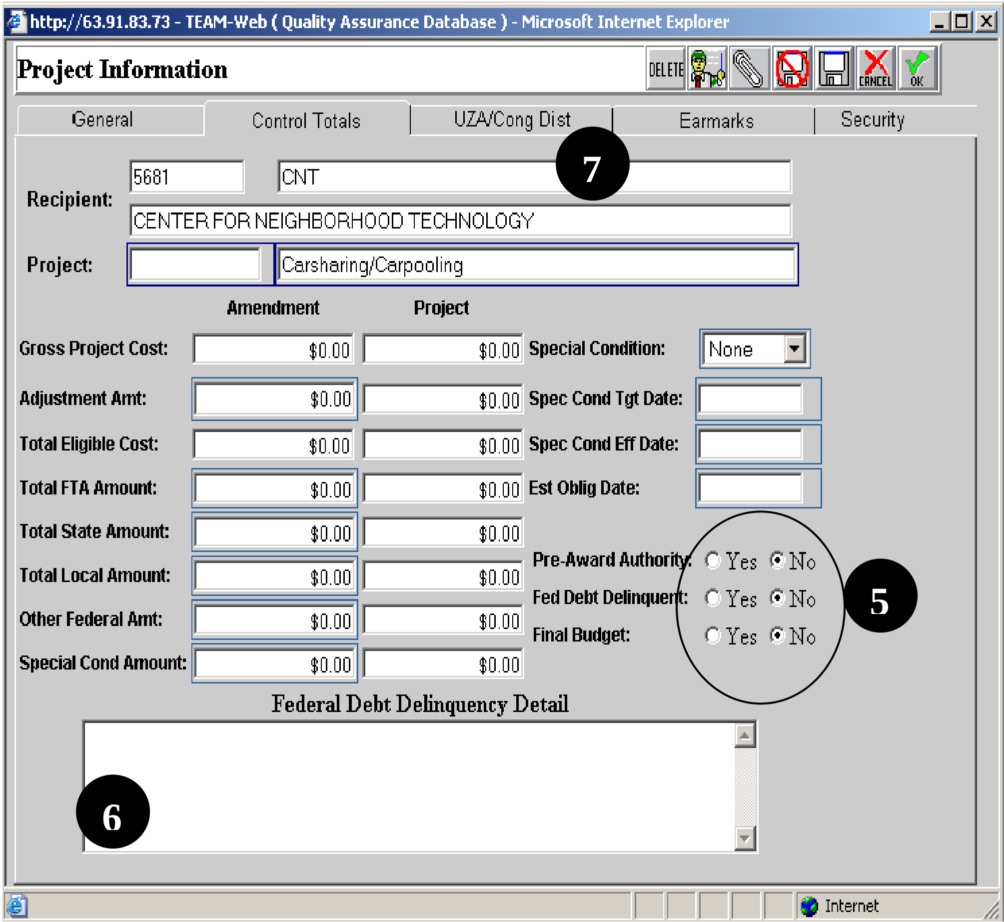

Figure 7

UZA/Cong Dist Tab

1. The **Urbanized Areas** and **Congressional Districts** information on the **UZA/Cong Dist** tab can be updated as long as it exists in the recipient's profile (see Figure 8). Existing entries in the Urbanized Areas and Congressional Districts tables may be deleted.
2. Deleting an Urbanized Area – click the **UZA Name** or **UZA ID** then click the **DELETE** icon.
3. Deleting **Congressional District** information – click on the row that needs to be deleted, then click the **DELETE** icon.

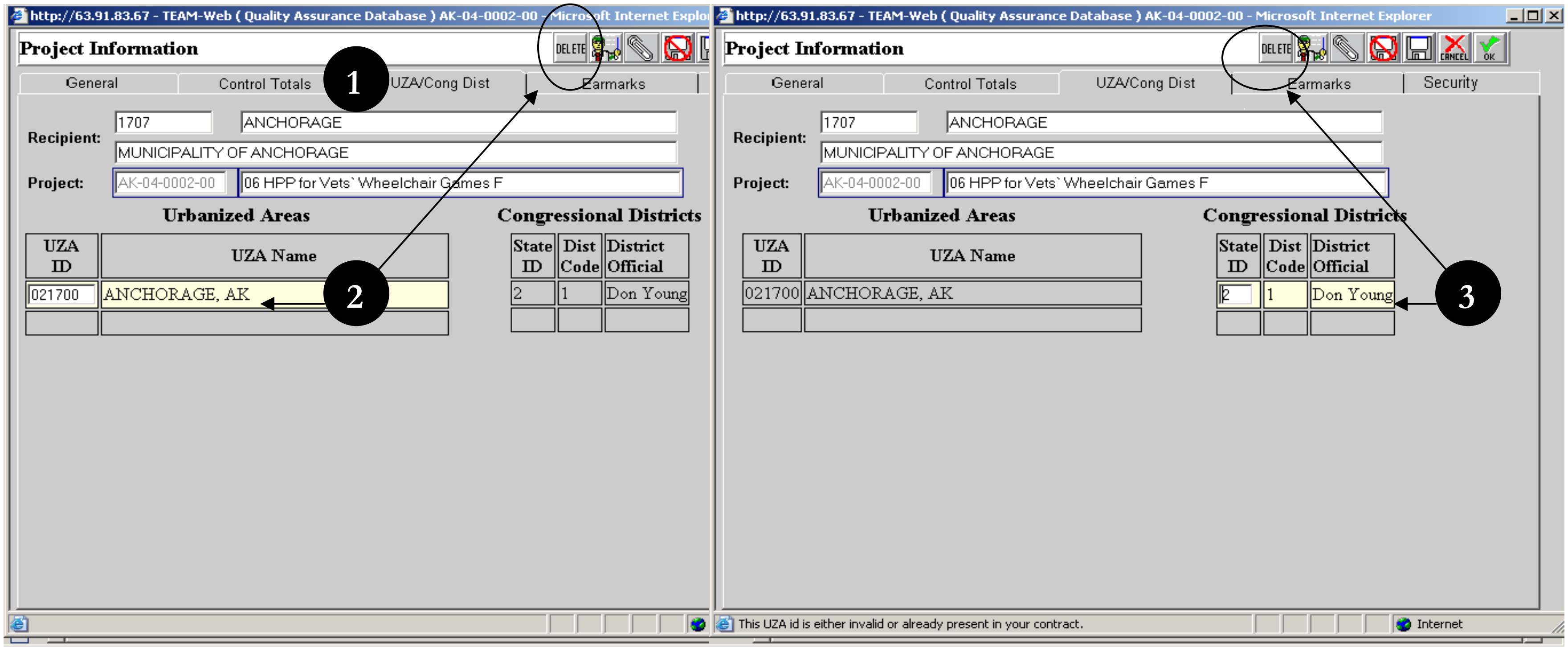

Figure 8

4. To manually add a **UZA** (see Figure 9) click on the bottom row of the **Urbanized Areas** table in the **UZA ID** column and a white entry box appears, while the **UZA Name** box highlights yellow; type in a **UZA** that exists in the Recipient profile and hit <tab> and TEAM-Web will populate the **UZA Name**.
5. To manually add a **Congressional District** click on the bottom row of the **Congressional District** table in the **State ID** column and a white entry box appears (with the remaining row yellow); type in the 2-digit state code (do not hit <tab>); next

click in the **Dist Code** field and type in the new district number in the white entry box; click or <tab> out of the field and TEAM-Web will populate the **District Official** field with the representative for the district.

6. Next, Click the **Earmarks** tab.

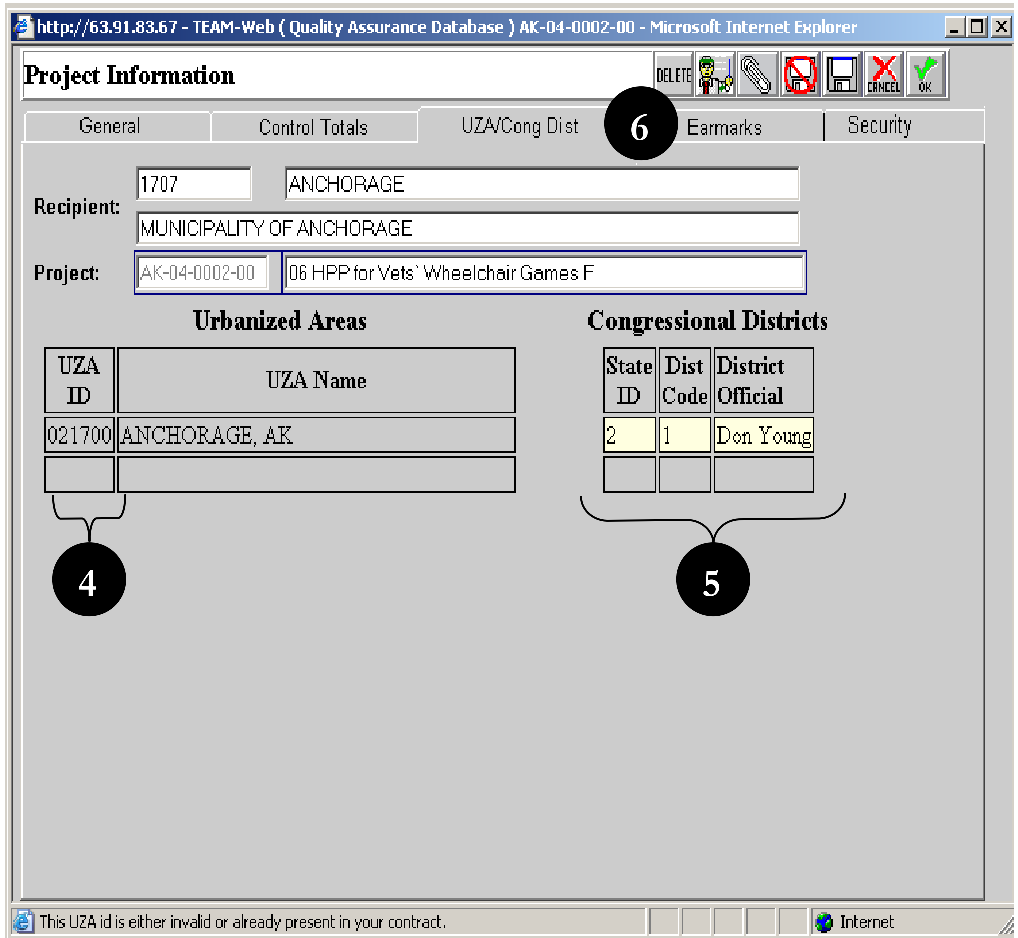

Figure 9

Earmark Tab

1. When the **Earmark** tab opens the **Recipient** information is not editable. The **Project** number cannot be changed, but the description next to the project number may be adjusted. See Figure 10 below
2. The **Talking Points Overview**, **Talking Points**, **Place of Performance** and **Congressional Interest Expressed** by fields are available for editing
3. Earmarks are selected by clicking on the magnifying glass icon next to **Earmark Details**.
4. Once the **Earmark** screen has been opened, an Earmark is selected by clicking on the box by the desired Earmark and clicking the **OK** icon. The details for the Earmark selected can be viewed in the **Earmark Details** section

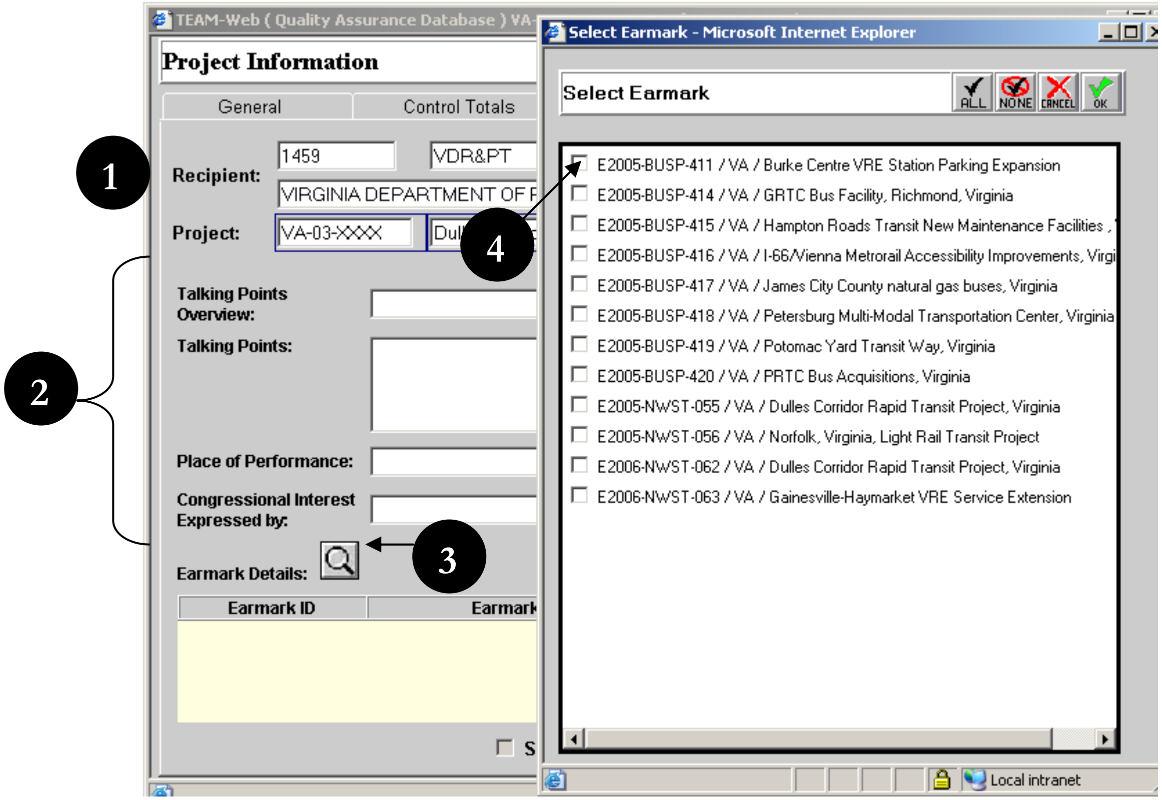

Figure 10

5. An amount can be applied to the Earmark by highlighting it and entering an amount in the **Amount Applied** field then selecting the save or **OK** icon (see Figure 11).
6. **Number of Earmarks** and **Total Amount Applied** are displayed for added earmarks.
7. Earmark Applied Amounts will be compared with Reservation amounts during FTA reservation process. The Earmark and FTA amounts must match in order to complete the reservation process.
8. The GNS Release button (**Send through Release Process**) is disabled. The release process will become available after the project is reserved.
9. Next, Click the **Security** tab

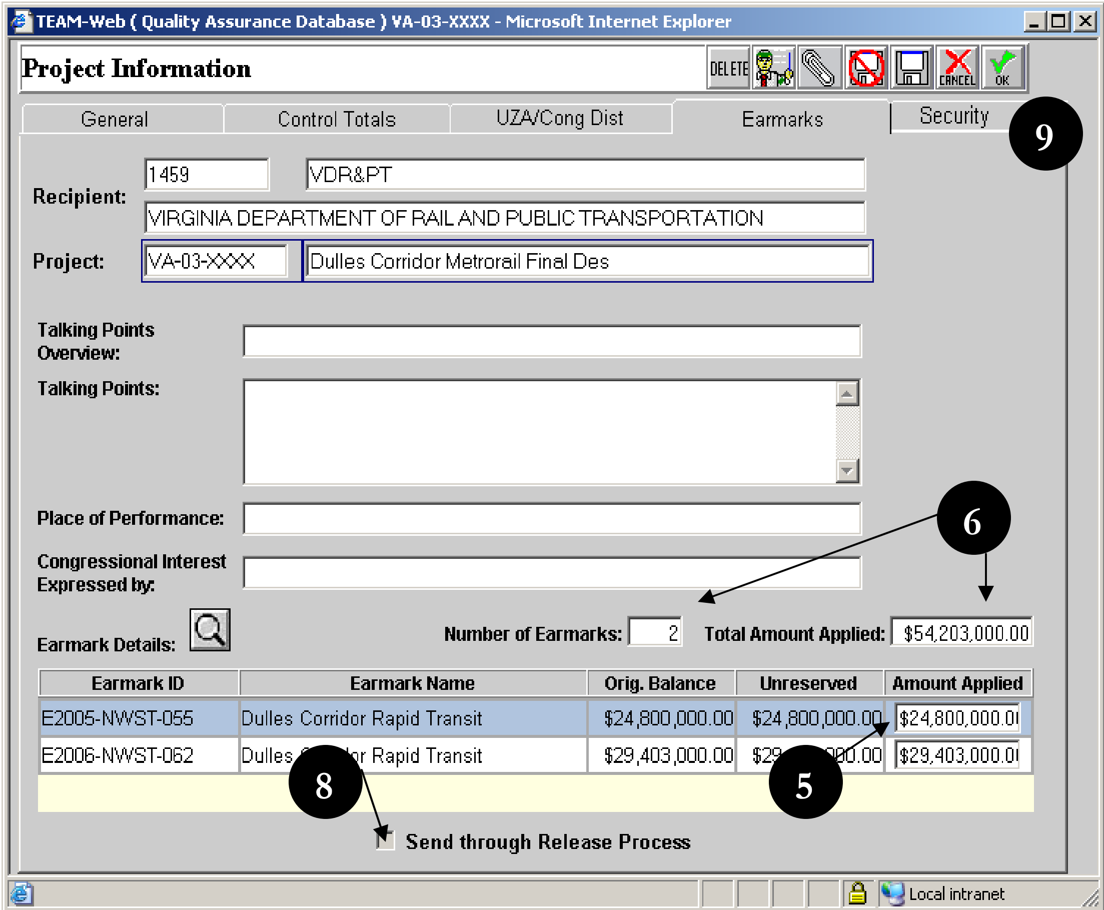

Figure 11

Security Tab

The **Security Tab** is only used for **49 USC 5307 - Urbanized Area Formula projects**. *Note – Sec. of Statue is selected on the General tab and can only be adjusted until a project number is assigned. There may be several 5307 Section of Statutes to select from – action is required on the Security tab for any one of them.

1. If your project does not meet the criteria mentioned above, you will see the information on the security screen grayed out (see the left side of Figure 12 below).
2. If your project meets the criteria mentioned above, you are allowed to enter information (see the right side of Figure 12).
3. You must select the '**Yes**' or '**No**' below the Project number and description. If you select '**No'** you will see a message "**At least one check box must be selected**"
4. Click the **OK** button and the message disappears.

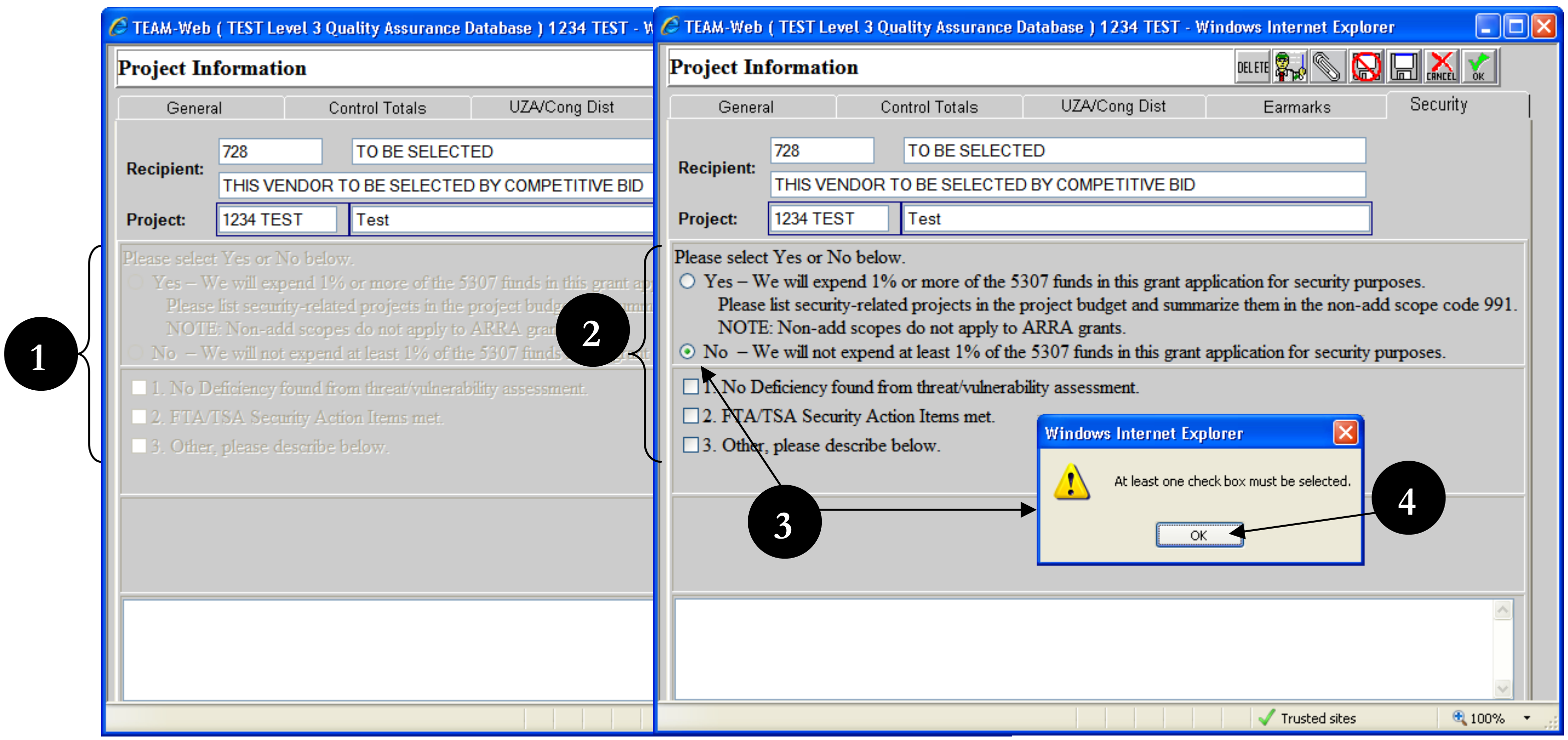

Figure 12

5. If you highlight number **1. No Deficiency found from threat/vulnerability assessment** (see Figure 13)**;** you will see the message "Grant applicant has conducted a threat and vulnerability assessment and finds there are no deficiencies that require additional investment in security projects at this time.", above the comments box.
6. If you check number 1 you will see the message above plus a message in blue that states: "Please use textbox below for comments (optional)"

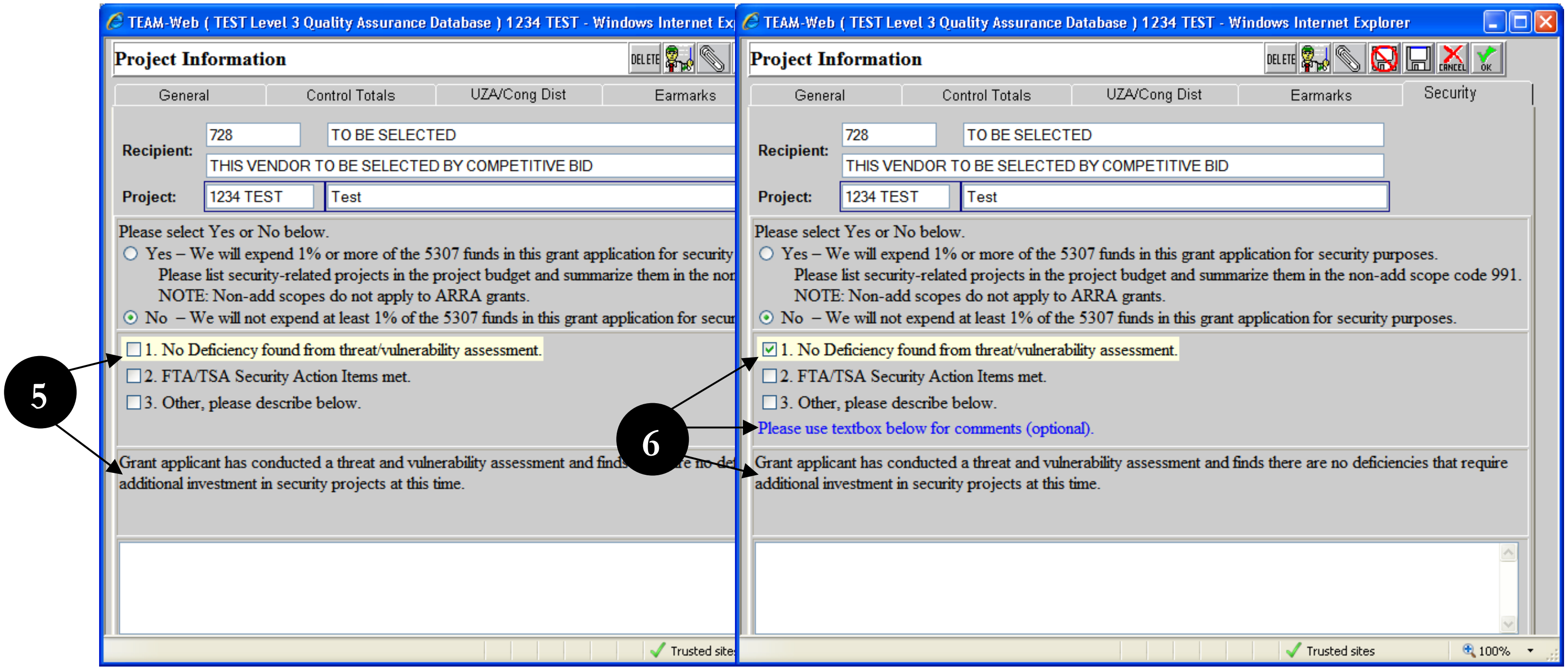

Figure 13

7. If you highlight number **2. FTA/TSA Security Action Items met**; you will see the message “Grant applicant can answer affirmatively to each of the FTA/TSA Security Action Items set out by FTA, and, hence, no additional investment in security projects is required at this time. [Those items are described at http://transit-safety.volpe.dot.gov/Security/SecurityInitiatives/ActionItems/actionlist.asp]”, above the comments box (see Figure 14)
8. If you check number 2 you will see the message above plus a message in blue that states: “Please use textbox below for comments (optional)”

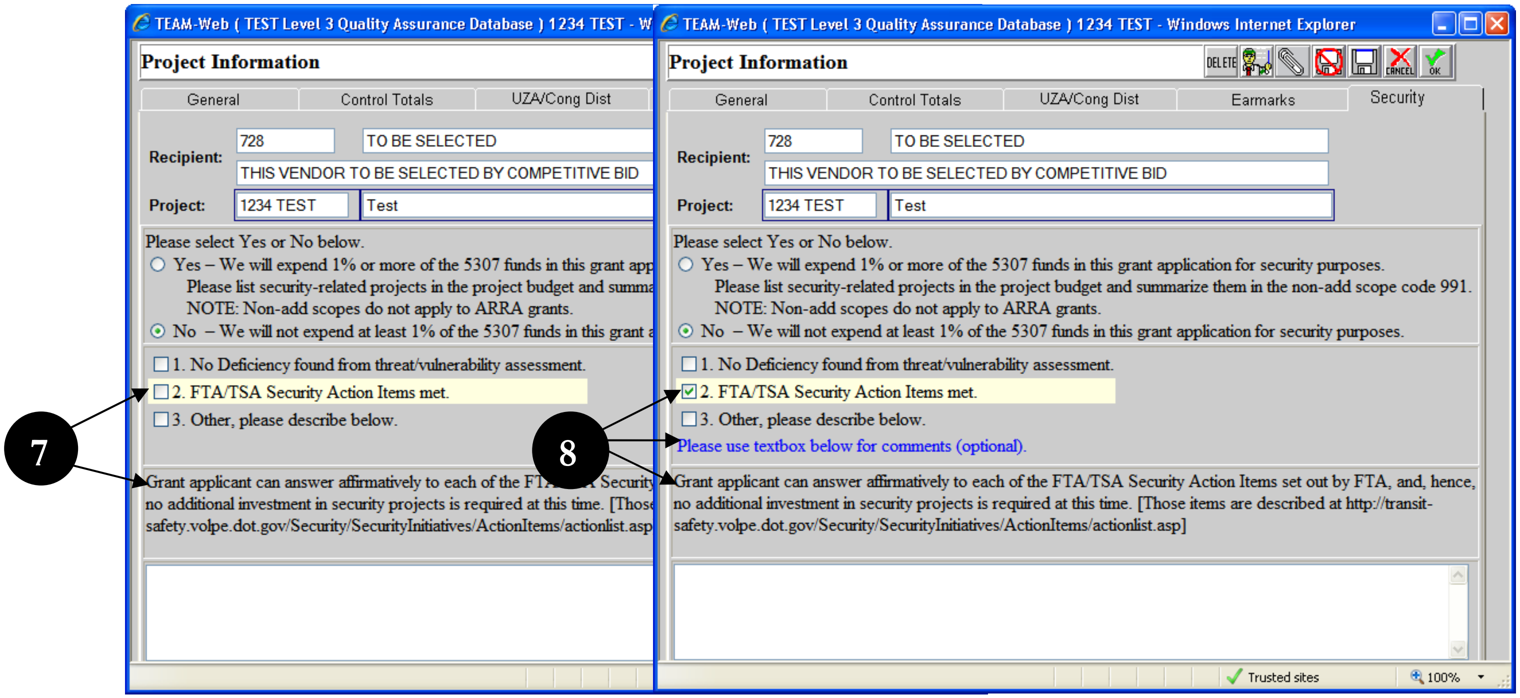

Figure 14

9. If you highlight number **3. Other please describe below**; you will see the message “If 1 or 2 is not selected, select Other and provide explanation below:” (see Figure 15)

10. If you check number 3 you will see the message above plus a message in red that states: “Explanation is mandatory. Please use textbox below.”

11. If you select the OK icon without filling in the comments box you receive a pop-up message: “Text cannot be blank if No and Other is selected.”

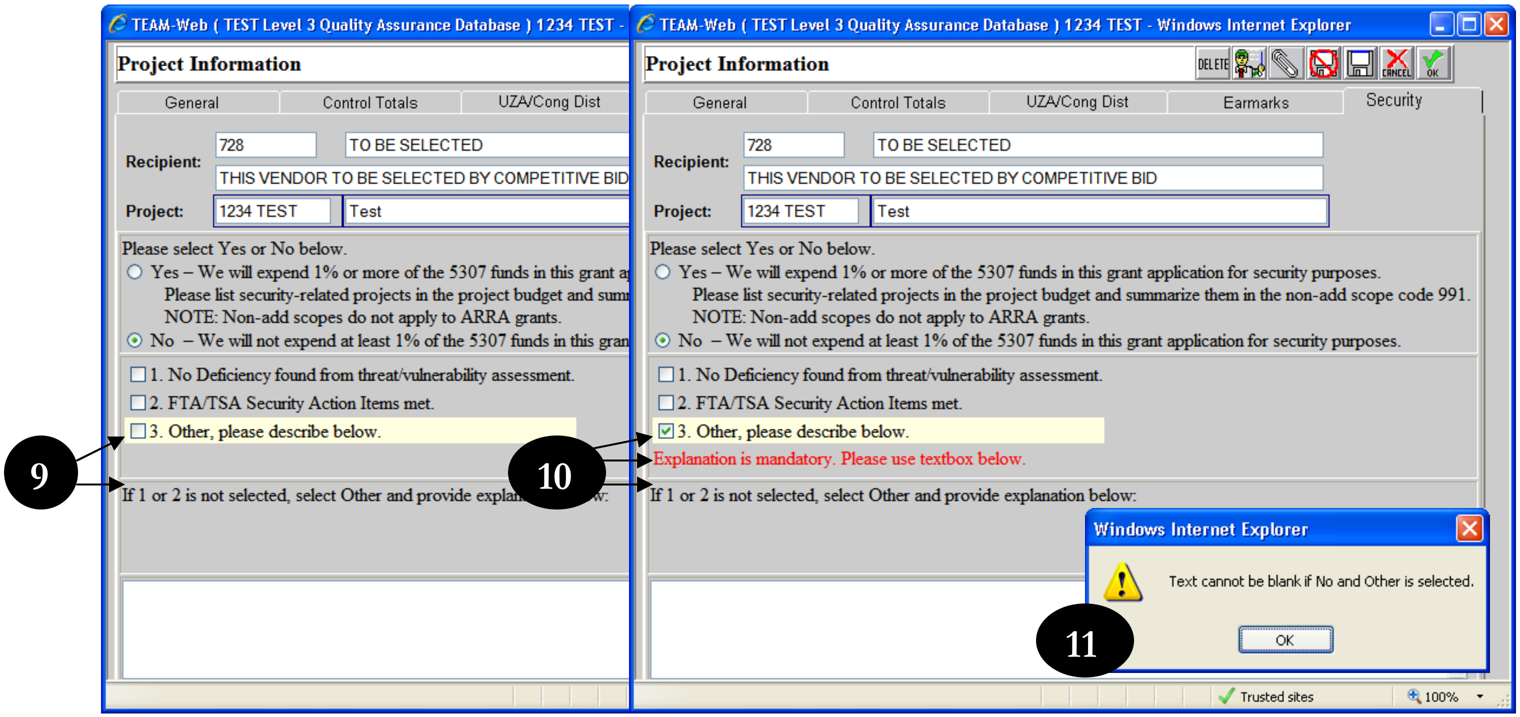

Figure 15

Maintaining the Approved Project Budget

In carrying out the project, the Recipient agrees to comply with the constraints of the Approved Project Budget incorporated by reference in its grant agreement or cooperative agreement. Furthermore, the Recipient must carry out project activities in a manner consistent with the terms of the grant agreement or cooperative agreement through which Federal funding is provided.

The manner in which a budget is initially structured can facilitate or impede project management, particularly when unforeseen events require changes in the project. Whether a simple budget revision may be permitted (with or without prior FTA approval) or whether a formal amendment to the project will be necessary depends on the effect of the proposed change on the scope of the project.

TEAM-Web Budgets

The FTA will use the TEAM-Web system to prepare budgets for various purposes.

As illustrated on the following pages, the TEAM-Web **Budget** screen contains a table in which entries for Scope and Activity Line Item numbers, descriptions, quantities, amounts of FTA contributions, and Total Eligible Costs are shown.

The TEAM-Web system establishes two separate budgeting categories:

1. **Project Budget** (**PRJBUD**) **–** This category consists of information used to form the Project Budget that, when the award is made, will constitute the "Approved Project Budget" for grants and cooperative agreements and will serve as the primary budget for other FTA awards.
2. **OTHER –** This category consists of a variety of related or secondary budgets associated with the Project. In calculating totals for the Primary Budget described above, the TEAM-Web system does not include amounts entered for Activity Line Items in OTHER budgets. "OTHER" budgets can reflect Activity Line Items within the parameters of the Project that are not yet included in the Project Budget. When forming the Project Budget, it is important to add OTHER Activity Line Items you believe desirable. They can be moved to the Project Budget if funding becomes available.

Budget

1. After selecting your project, click on **Budget** on the **Modify Applications** sub-menu (see Figure 16).
2. The **Budget** screen will open displaying a list of **Project Budget** and **OTHER** Scopes and Activity Line Items, as well as a table containing entries for Scope and Activity Line Item numbers, descriptions, quantities, amounts of FTA contributions, and Total Eligible Costs. Notice that the **Project Control Totals– Total FTA Amount** and **Total Eligible Cost –** have carried over from the Project Information screen and appear in the upper right of the Budget screen. Below them is a **Difference** line where any differences between these totals and the cumulative amounts of activity line items (ALIs) are calculated. These calculations are updated as Scopes and ALIs are added, deleted, or changed in the budget. A valid budget must show $0 in differences, and have at least one Scope with one ALI.

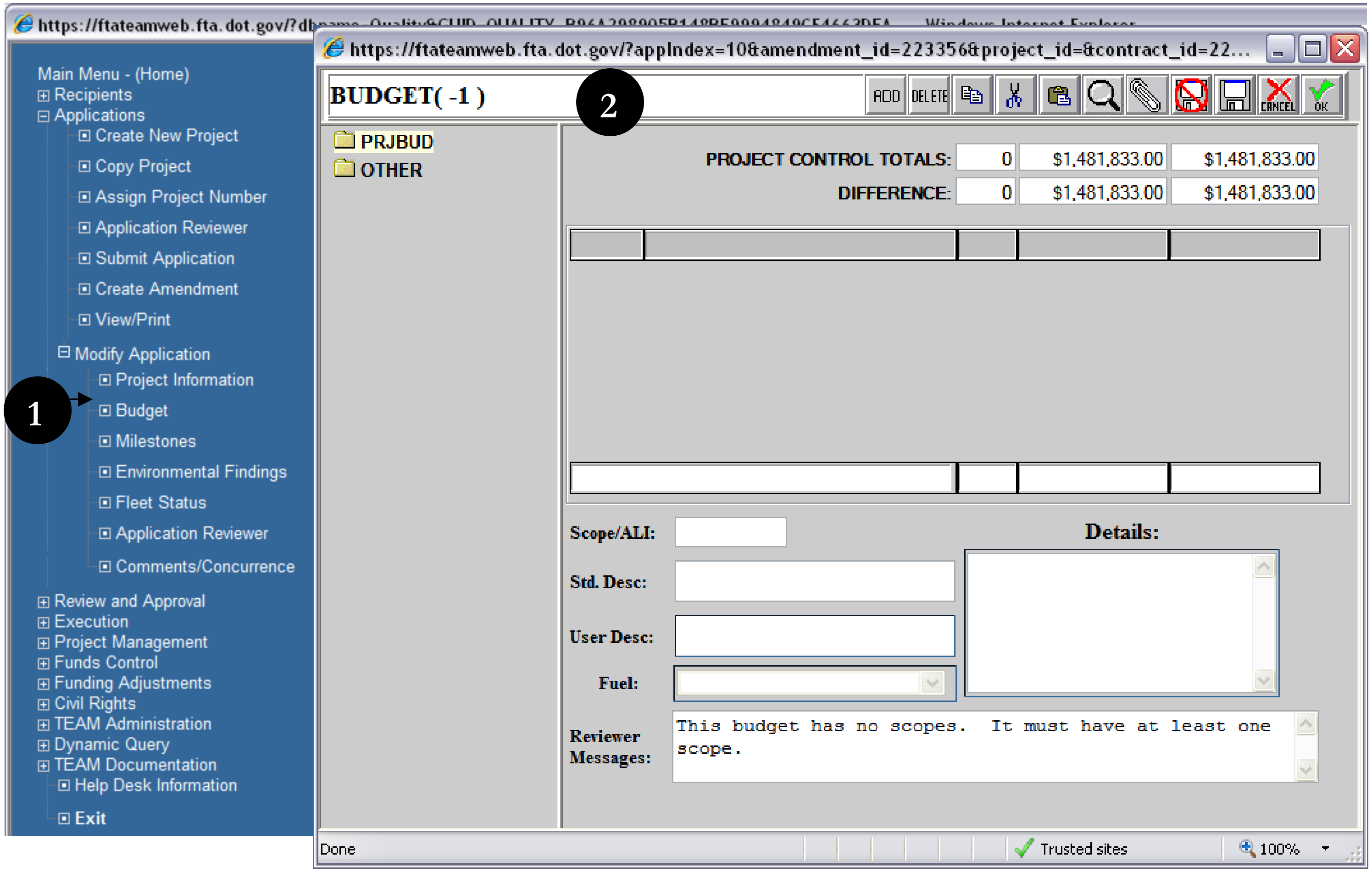

Figure 16

3. To add a Scope, first highlight either **PRJBUD** or **OTHER**, depending on what part of the Budget the Scope should fall under. A list of Scopes and their corresponding ALIs appears in the left part of the screen. Scopes are denoted by a yellow “folder” icon. (see Figure 17 below)
4. If you know the Scope number of the Scope to be added, click on the **ADD** icon at the top of the screen.

5. A blank row will appear. Click in the **Scope** part of the blank row and type in a new Scope number. When you press the tab key or click out of the row, the **Scope Description** will automatically populate in the Scope Description field. To edit the Scope Description, click in the field and replace the text, as appropriate.

6. You can also add Scopes and ALIs by accessing the **Budget Details** screen and selecting from the Dropdowns. To do so, begin by clicking on the **Details** icon at the top of the screen. (The Details icon is the magnifying glass.)

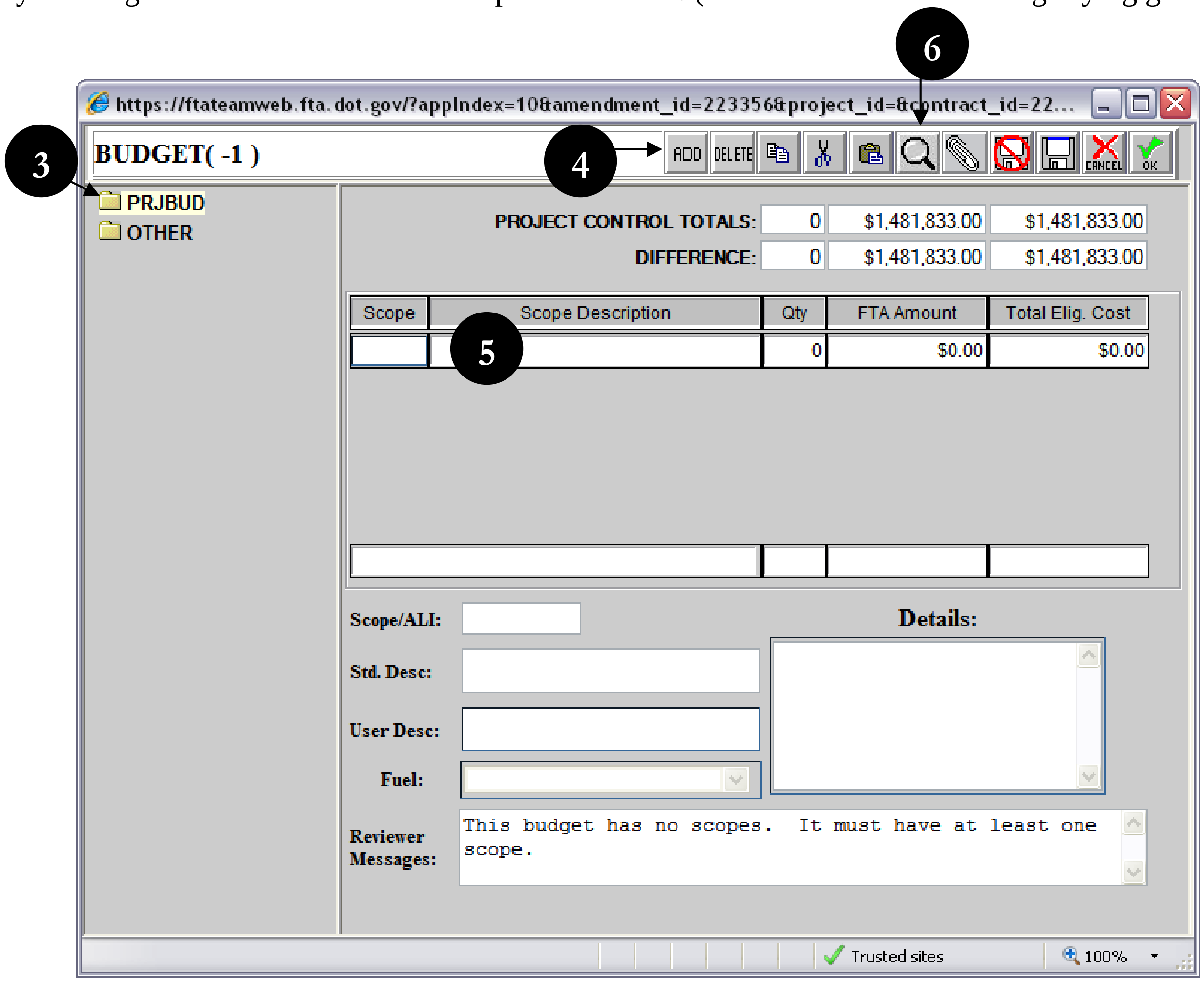

Figure 17

7. When the **Budget Details** window opens, select the new Scope by clicking on the drop-down menu. Scope MUST be selected by clicking on the **Scope** dropdown list, located just above the list of folders. (see Figure 18 below)

8. The displayed set of folders can be opened to reveal sub-folders and/or ALIs. As you select a Scope and ALI, use the top **arrow** (pointing to the right) to build a budget that appears to the right in table form.

9. When you have finished building the Budget Details, click on the **OK** icon to save your selections and return to the Budget window.

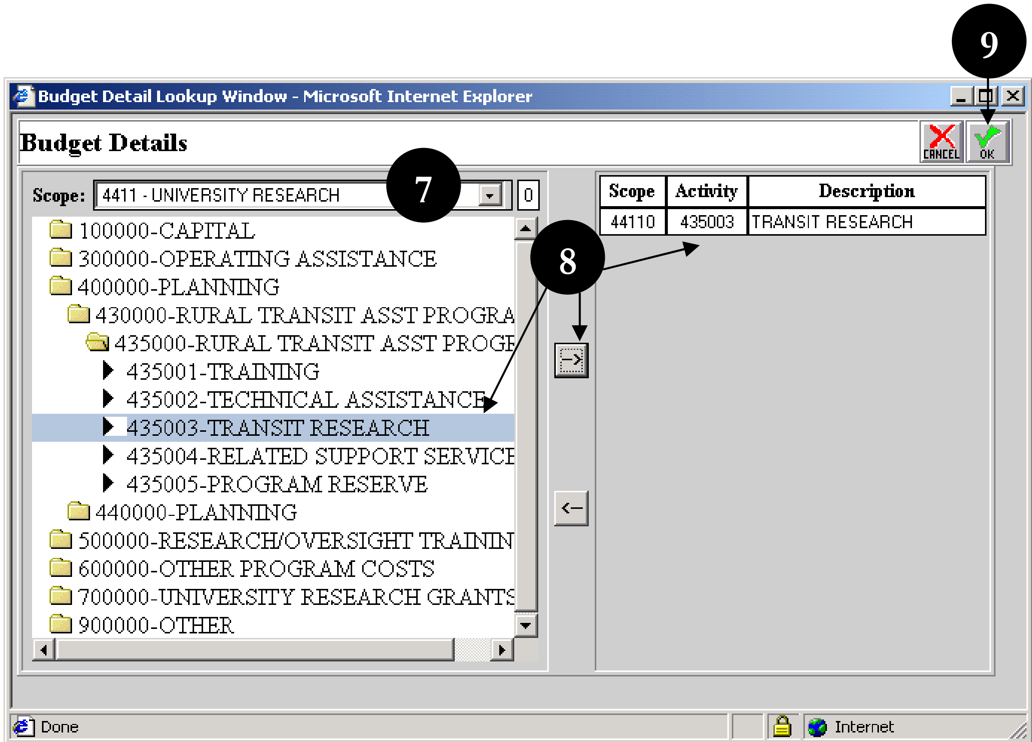

Figure 18

**Note: ALI selections are not limited to those that match the first three digits of the Scope; however, they usually do match.

- Following the Budget Detail instructions, continue by adding the following Scope and ALI combinations:

Scope	ALI(s)
11100	111201, 111301
11400	114302
11700	117101
11900	119303

- Click the **OK** icon to return to the Budget screen.

The Scopes and ALIs selected in the Budget Details screen now form the basis of your budget, and appear on the left side of the Budget page (see Figure 19 below). You now must add the FTA Amount and Total Elig. Cost for each ALI.

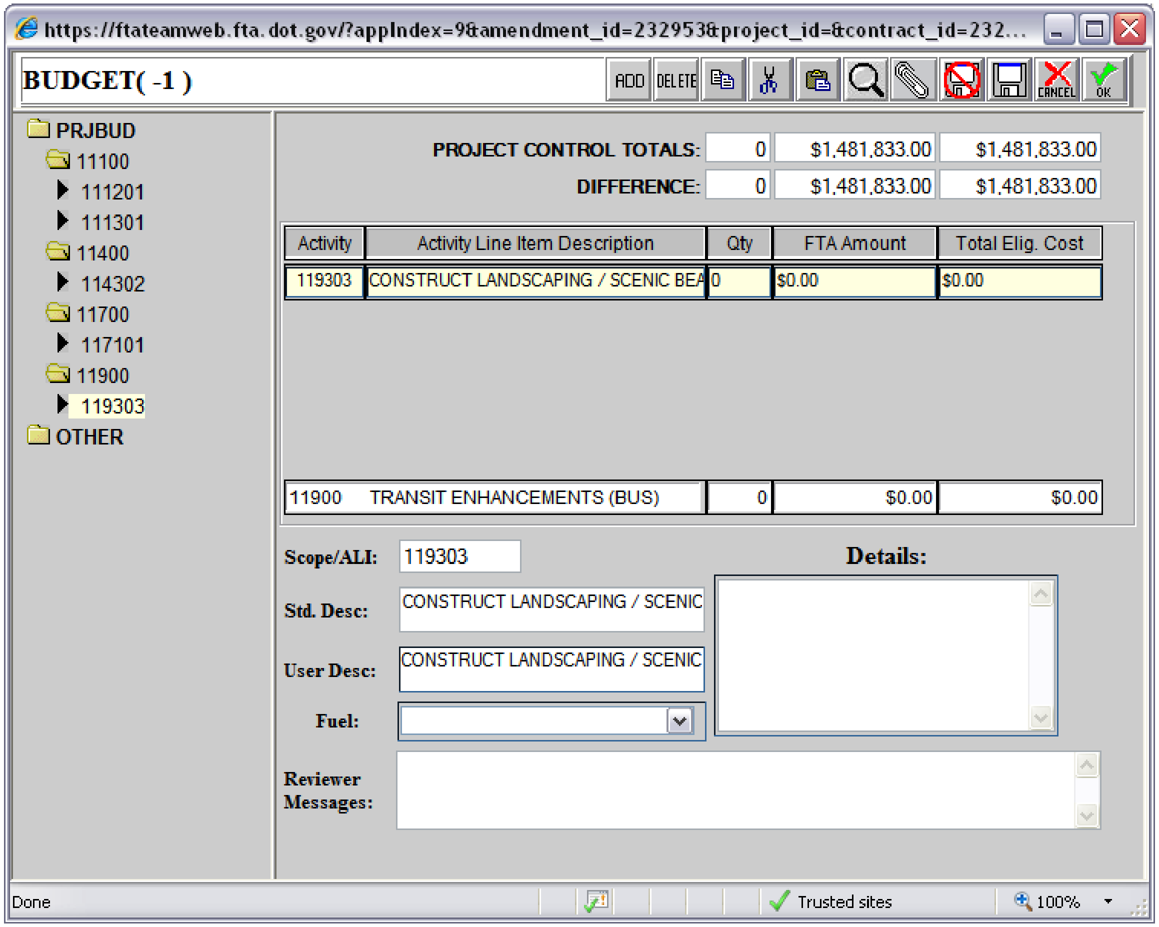

Figure 19

1. Highlight ALI item 111201 (under Scope 11100) on the left side folder list. (see Figure 20 below)
2. Click the **FTA Amount** field and enter $500,000.
3. Click the **Total Elig. Cost** field and enter $500,000.
4. Add the following amounts in the corresponding ALI lines:

Scope	ALI	FTA Amount	Total Elig. Cost
11100	111301	$771,833	$771,833
11400	114302	$100,000	$100,000
11700	117101	$60,000	$60,000
11900	119303	$50,000	$50,000

5. Enter in an ALI justification, if required, in the **Details** text area.
6. Click the **Save** (diskette) icon to save your work.
7. If a scope or ALI is entered under the **OTHER** folder the totals are not deducted from the **DIFFERENCE**.

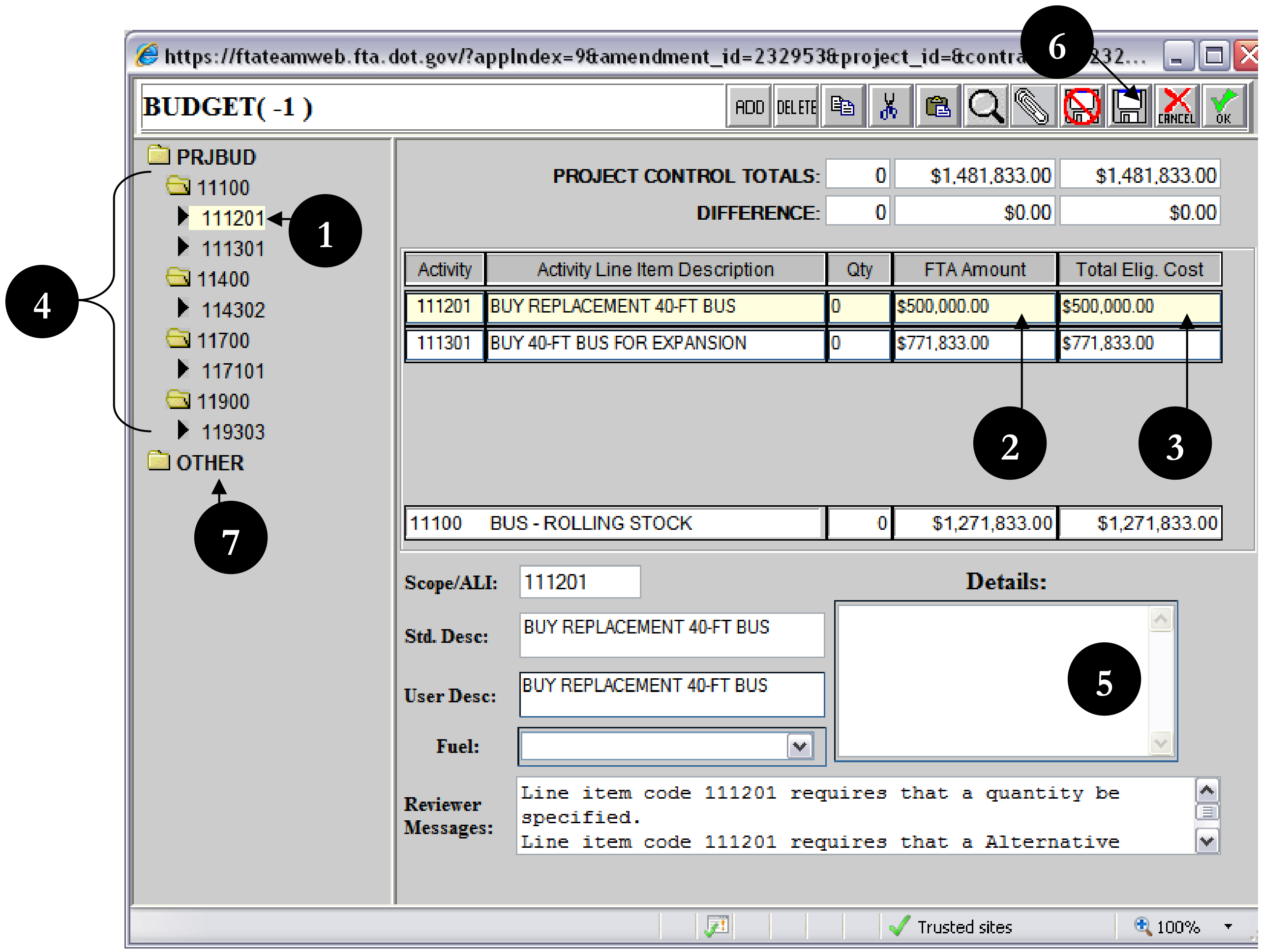

Figure 20

**Note: Each time an FTA or Total Elig. Cost Amount is added, the corresponding Difference amount will decrease (or increase). After all ALI amounts are entered, the Difference amount should be zero in all three fields. If not, TEAM-Web will issue an error message and prevent submission of the project.

8. As you review the budget (see Figure 21), notice on two ALIs – 111201 and 111301 – that the Reviewer Messages area has some entries. Not only is there a 'balanced budget' check in TEAM-Web, but there are Scope and ALI checks as well. For the two problem ALIs do the following:
9. For Scope 11100 / ALI 111201 enter a quantity of 5 in the **Qty** field and select an alternative fuel code (AFC) of Diesel Fuel from the **Fuel** dropdown.
10. For Scope 11100 / ALI 111301 enter a quantity of 10 in the **Qty** field and select Compressed Natural Gas as the AFC from the **Fuel** dropdown.
11. The Budget page will then display $0 for the Difference amounts and have no Reviewer Messages – a valid application budget that allows it to be submitted.

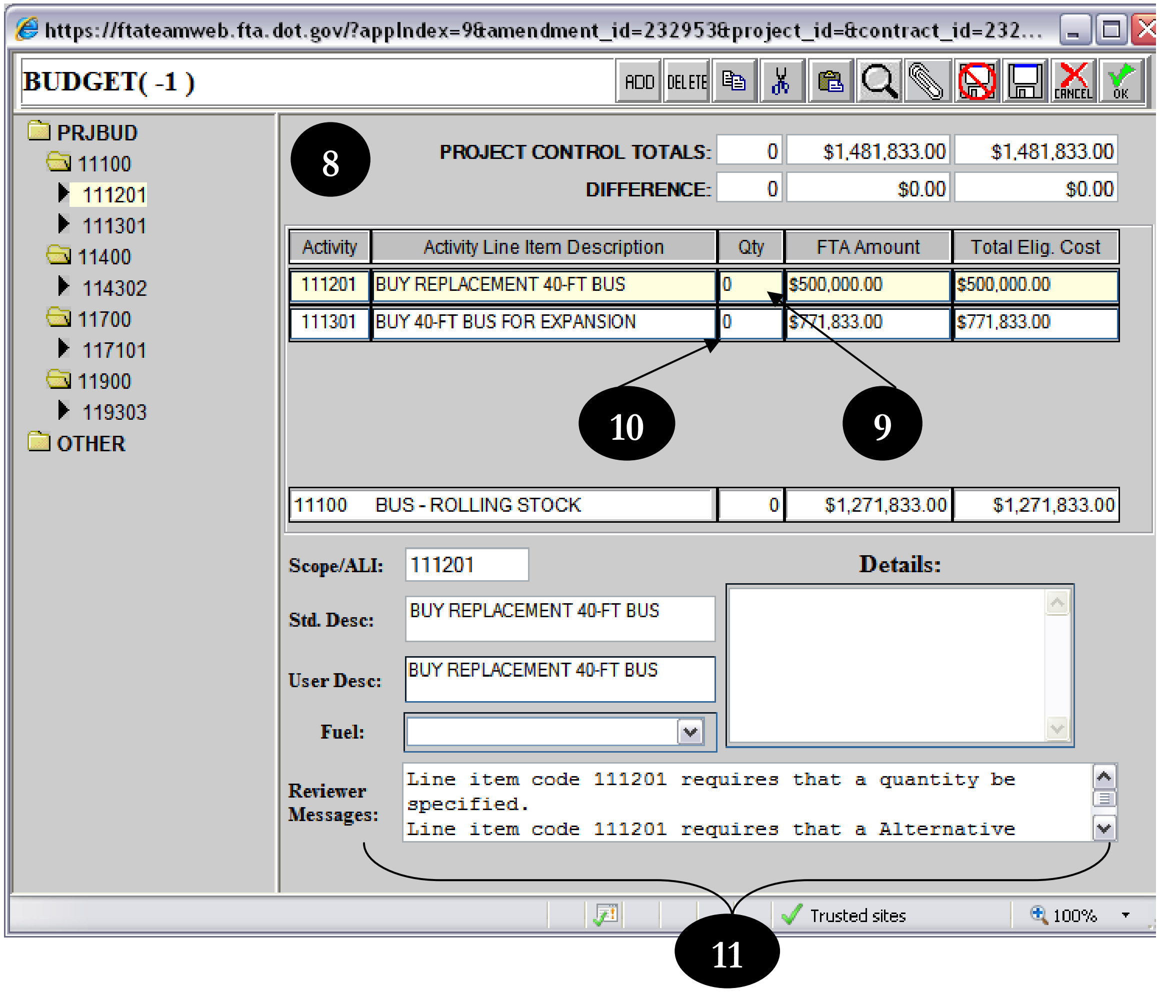

Figure 21

12. Click the **OK** icon to continue with the next project application component, Milestones (see Figure 22 for illustration of completed Budget screen).

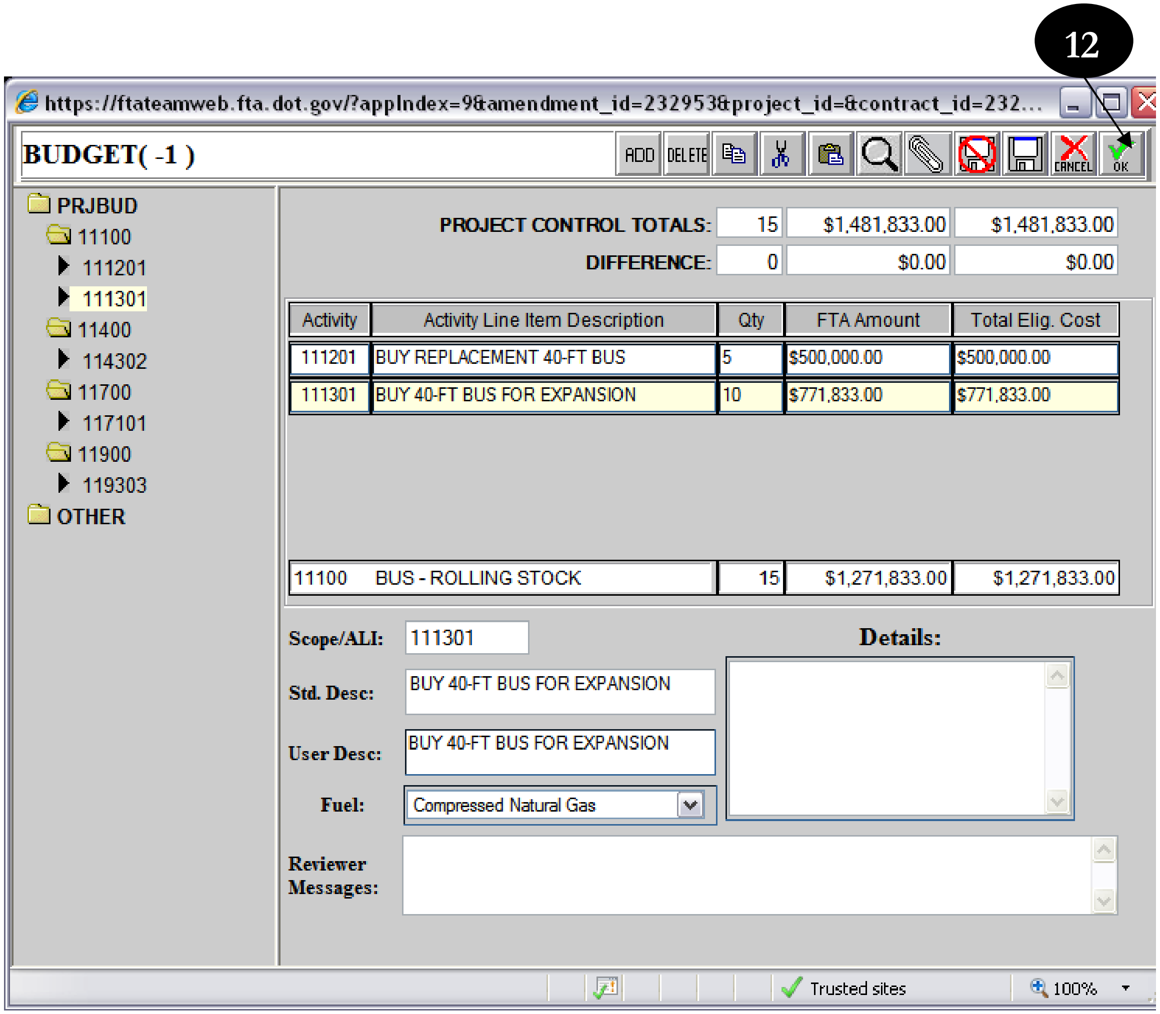

Figure 22

Note on manual budget entries: For manual Scope entries in the Budget screen, click **PRJBUD or an existing Scope, and then click the Add icon. The **Scope** field in the budget table opens with an entry box. Click in the box and manually enter your Scope. Click in another area, or <tab>, and the new Scope appears in the budget.

Manual ALI entries are similar. Click on a Scope that has no ALI, and then click the Add icon. A pop-up window appears, stating 'Click OK button to add Scope or Cancel button to add Activity Line Item'. Click **Cancel** and the budget table provides an entry box in the Activity field. Click in this box and type in the ALI. Click in another area or <tab> and the new ALI appears in the budget. For a Scope with existing ALI(s), click on an ALI and then the Add icon. The Activity entry box appears without a prompt. Add the new ALI.

There is also a Delete icon in this screen. After selecting a Scope or an ALI, click on this icon to delete a Scope (and all of its ALIs) or an individual ALI.

Milestones

1. From the main menu under Modify Application, click on Milestones (see Figure 23). Here you develop the initial Milestones schedule for tracking budget activities. TEAM-Web will pre-populate five standard Milestones for rolling stock ALIs and a Milestone or group of Milestones for other ALIs. You may add Milestones for other ALIs. You cannot delete standard Milestones. Before a project application can be submitted, every Milestone, pre-populated or added, must have an estimated completion date.
2. To complete Milestones, click in the **Estimated Comp. Date** field for each Milestone and provide a date. As a rule, Milestones are meant to be chronological – 1 happens before 2, 2 before 3, etc. Fill in all estimated completion dates.
3. You may also provide text in the **Milestone Detailed Description** text area.

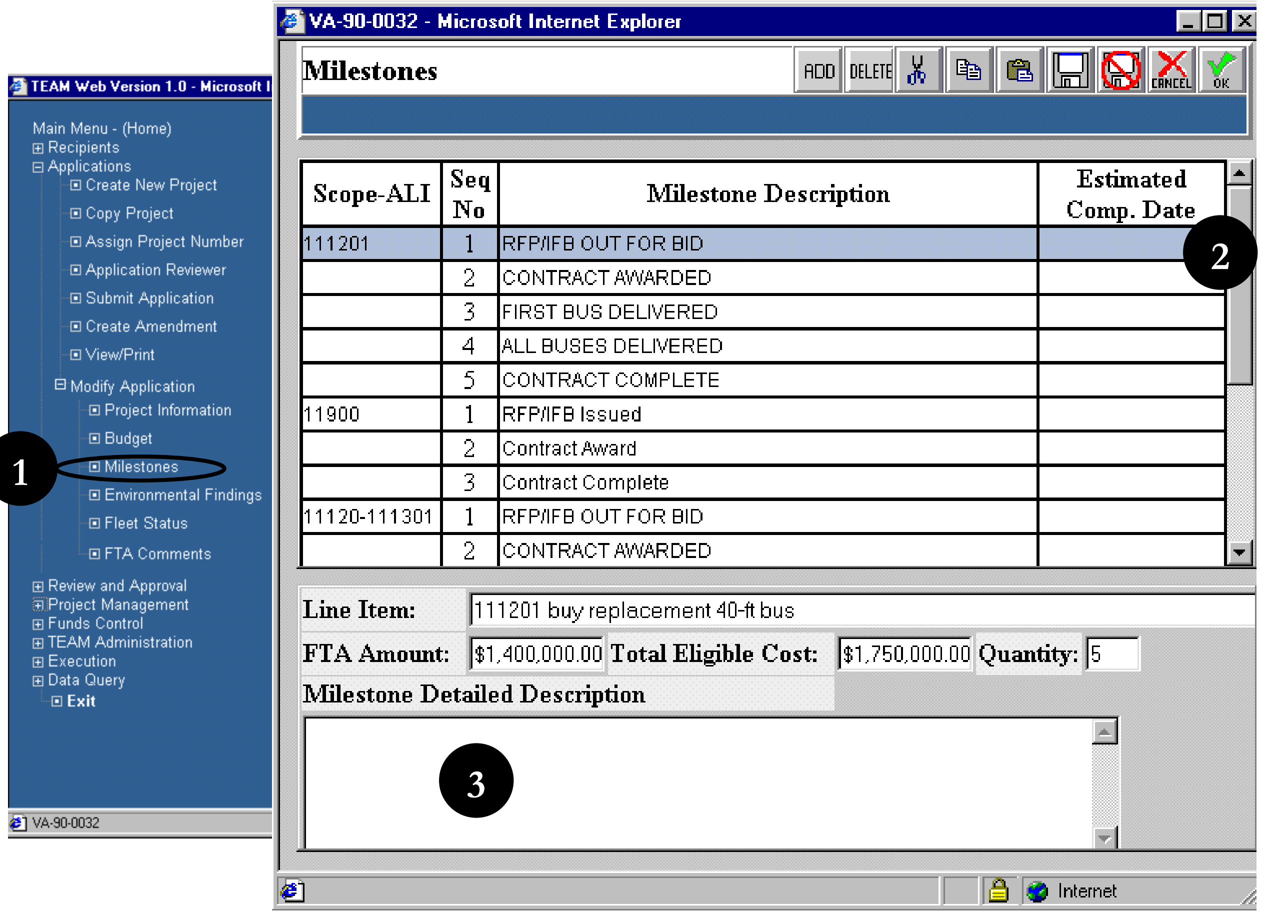

Figure 23

** Note: New Milestones are entered by clicking the **ADD** icon. You can then pick the activity for which you wish to add a Milestone – project budget, Scope, or ALI level – from the ALI Key (dropdown/expandable field). Once added, enter a Milestone Description and Estimated Completion Date. Click the **Add Milestone** button to complete the entry (see Figure 24).

4. Click the **OK** icon to save your changes and move onto the next application component, Environmental Findings.

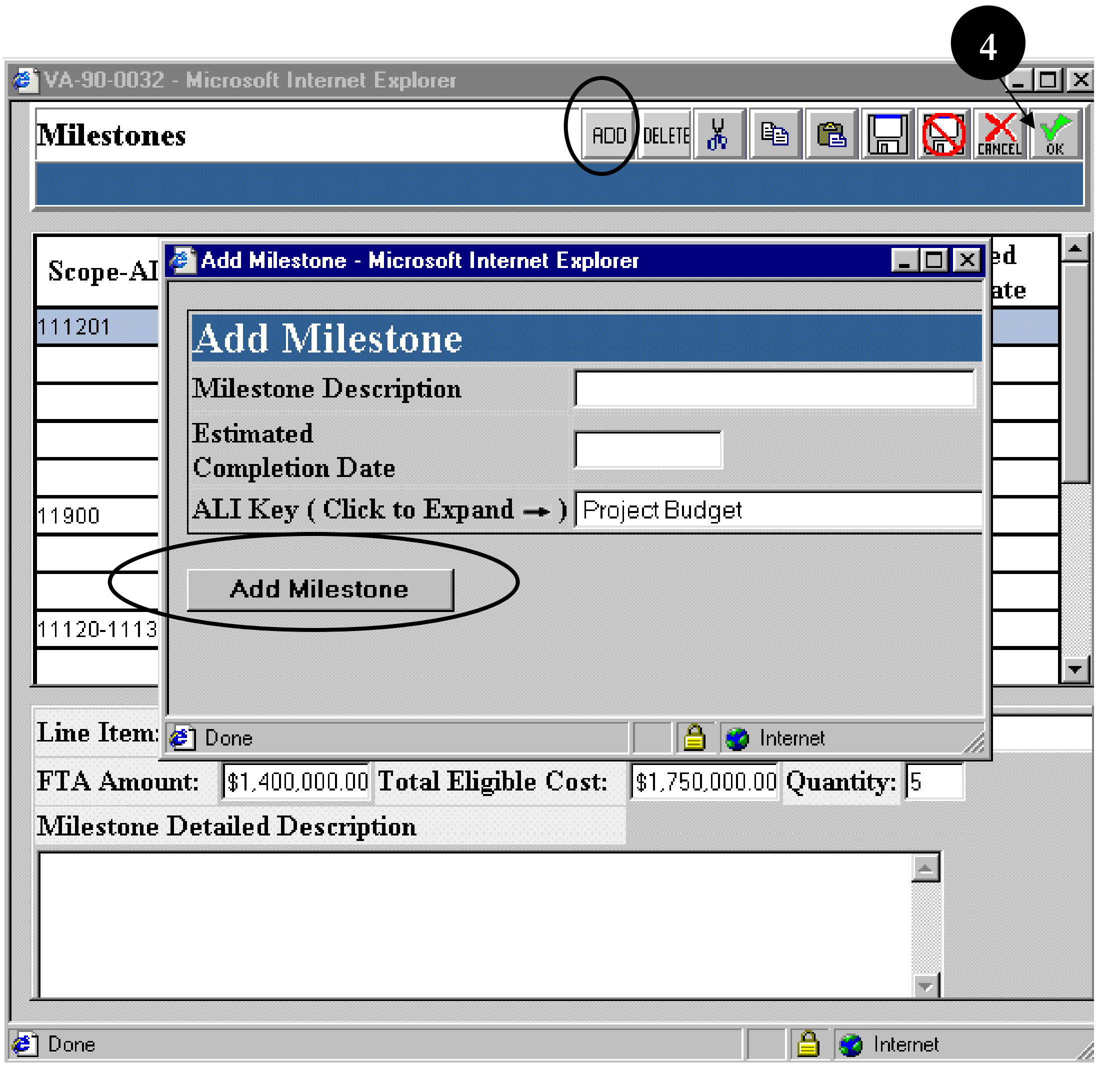
4
VA-90-0032 - Microsoft Internet Explorer
Milestones
ADD
DELETE
CANCEL
OK
Scope-AL
111201
11900
11120-1113
Add Milestone - Microsoft Internet Explorer
Add Milestone
Milestone Description
Estimated Completion Date
ALI Key (Click to Expand →)
Project Budget
Add Milestone
Done
Internet
Line Item:
FTA Amount:
$1,400,000.00
Total Eligible Cost:
$1,750,000.00
Quantity:
5
Milestone Detailed Description
Done
Internet

Figure 24

Environmental Findings

From the Main Menu under Modify Application, click on Environmental Findings (see Figure 25). When this application was first initiated (using the Create New Project feature), you needed to pick at least one of the four Environmental Finding Classifications as a guide for the whole project. In this section, you now are required to provide findings at the activity level. A project application must have at least one finding in order to allow submission. Based on the activity in the budget, and in federal regulations and guidelines, you may need to add findings for certain activities. As with Milestones, Environmental Findings can be entered at the project budget, Scope, and ALI levels.

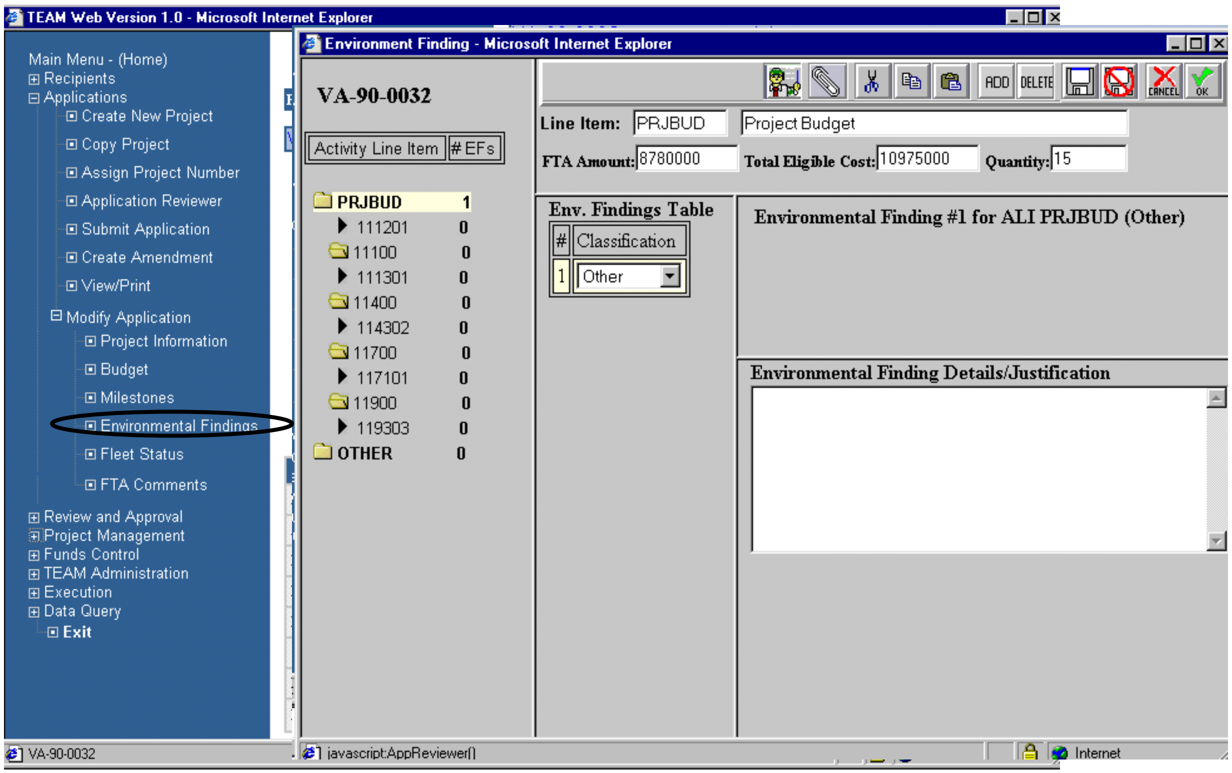

Figure 25

1. Select an ALI (111201 for example – see Figure 26) from the budget outline on the left.
2. Click the **ADD** icon, which displays an **Env. Findings Table** dropdown option.

3. From the dropdown list, choose Class I, Class II(c), Class II(d), Class III, or Other. Class I allows three EIS and ROD date entries; Class II(c) allows selections from twenty Categorical Exclusion Types; Class II(d) allows selections from twelve Categorical Exclusion Types; Class III allows three EA and FTA Action date entries; and Other permits entry of an Environmental Finding Details/Justification (as do the preceding four findings).
4. For ALI 111201, choose finding Class II(c), and then select type 17 from the Categorical Exclusions list.
5. If applicable, type in an Environmental Finding Details/Justification.
6. Repeat steps 2-5 as necessary.
7. Click the **OK** icon to save your changes and move onto the next application component, Fleet Status.

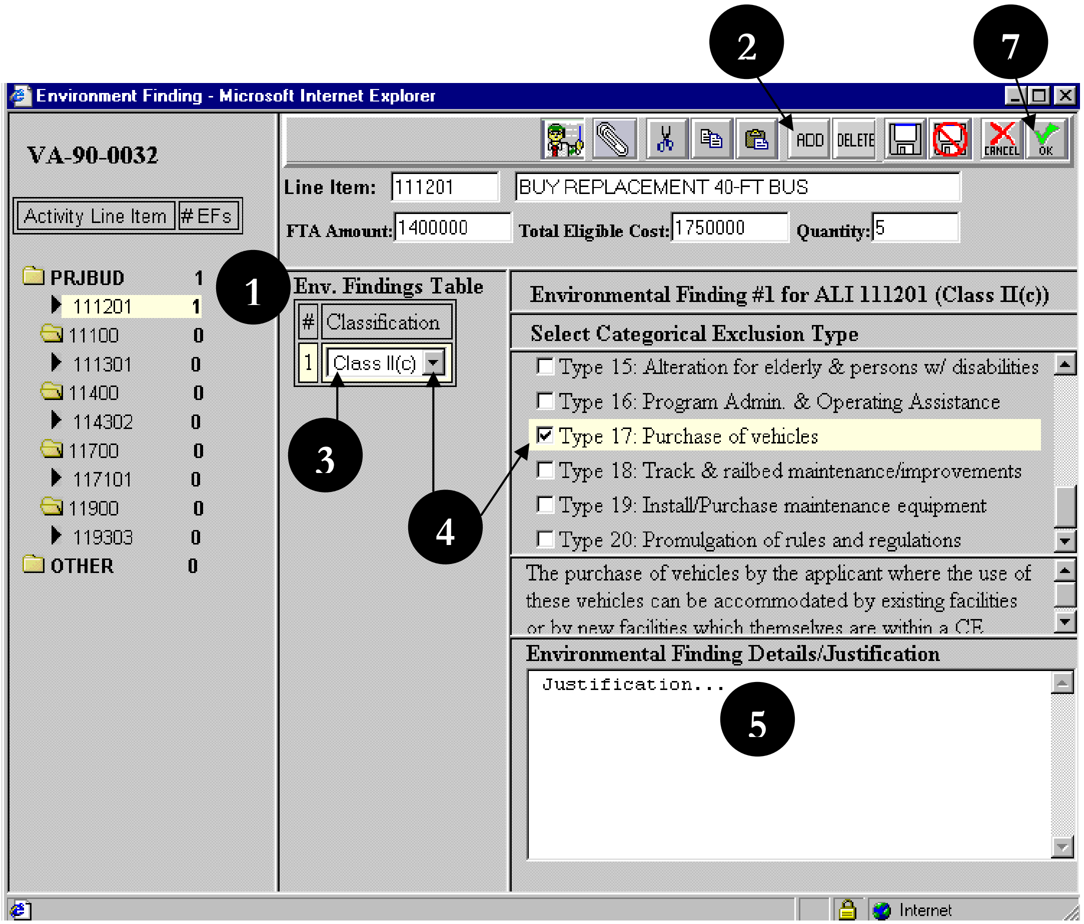

Figure 26

Fleet Status

From the Main Menu under Modify Application, select Fleet Status (see Figure 27). You only need to complete Fleet Status if your application for funding affects your fleet(s), such as when buying new, replacement, or spare buses, rail cars, or ferries. You can enter up to seven Fleet Status reports for an application, one for each possible fleet type – Fixed Route, Paratransit, Light Rail, Commuter

Rail, Heavy Rail, Waterborne, and Other. You provide **Before** and **Change** figures for all Active and/or Inactive Fleets that will be affected by this project. TEAM-Web then makes computations to complete the report(s).

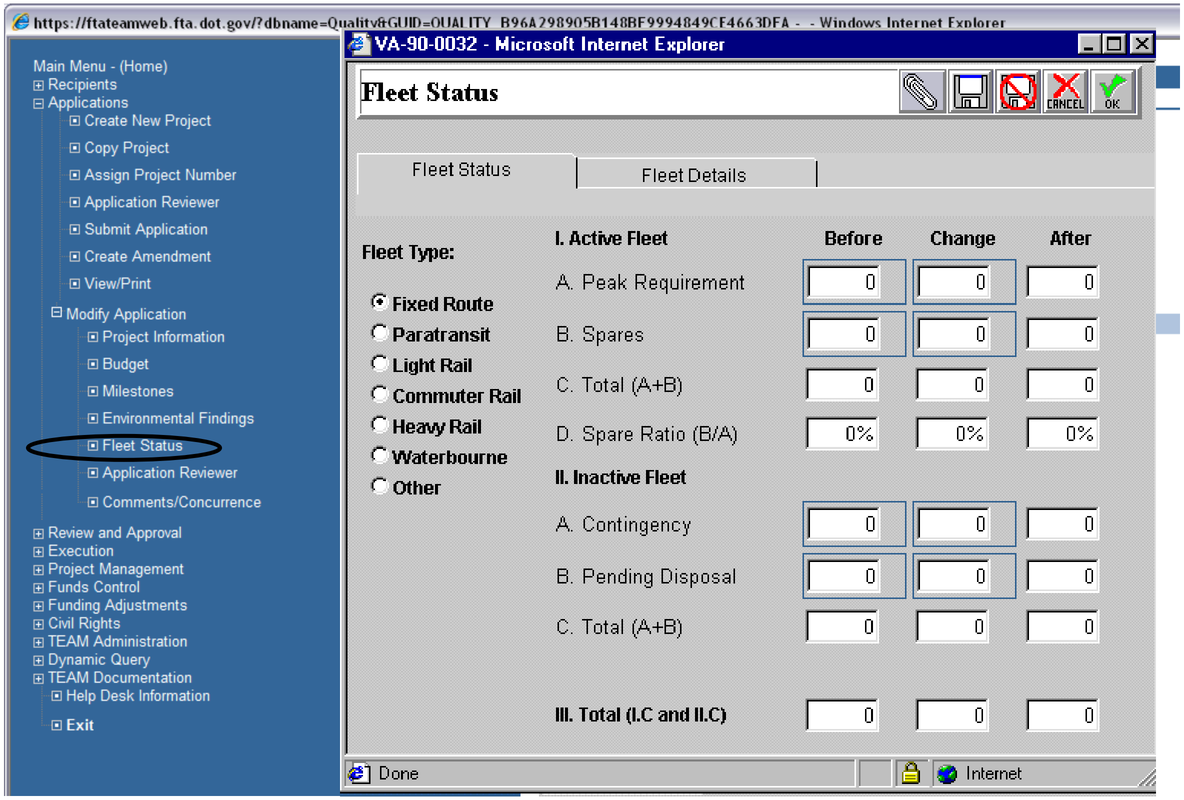

Figure 27

1. Choose a Fleet Type - Fixed Route for example (see Figure 28).
2. On line A, in the **Before** column, enter your value – 200 for example. In the **Change** column, enter your value – 15 for practice purposes. This respectively represents a current fleet of 200 buses and the 15 additional buses that will be purchased if the application for funding is approved.
3. On line B, in the **Before** column, enter 40.
4. Lines C and D are calculated based on the previous entries. Note that if line D, Spare Ratio, has a resulting computation that is greater than 20 percent, you should provide qualifying text in the Fleet Details tab.

5. Click the **OK** icon to save your changes and move onto the next application component, Comments/Concurrence.

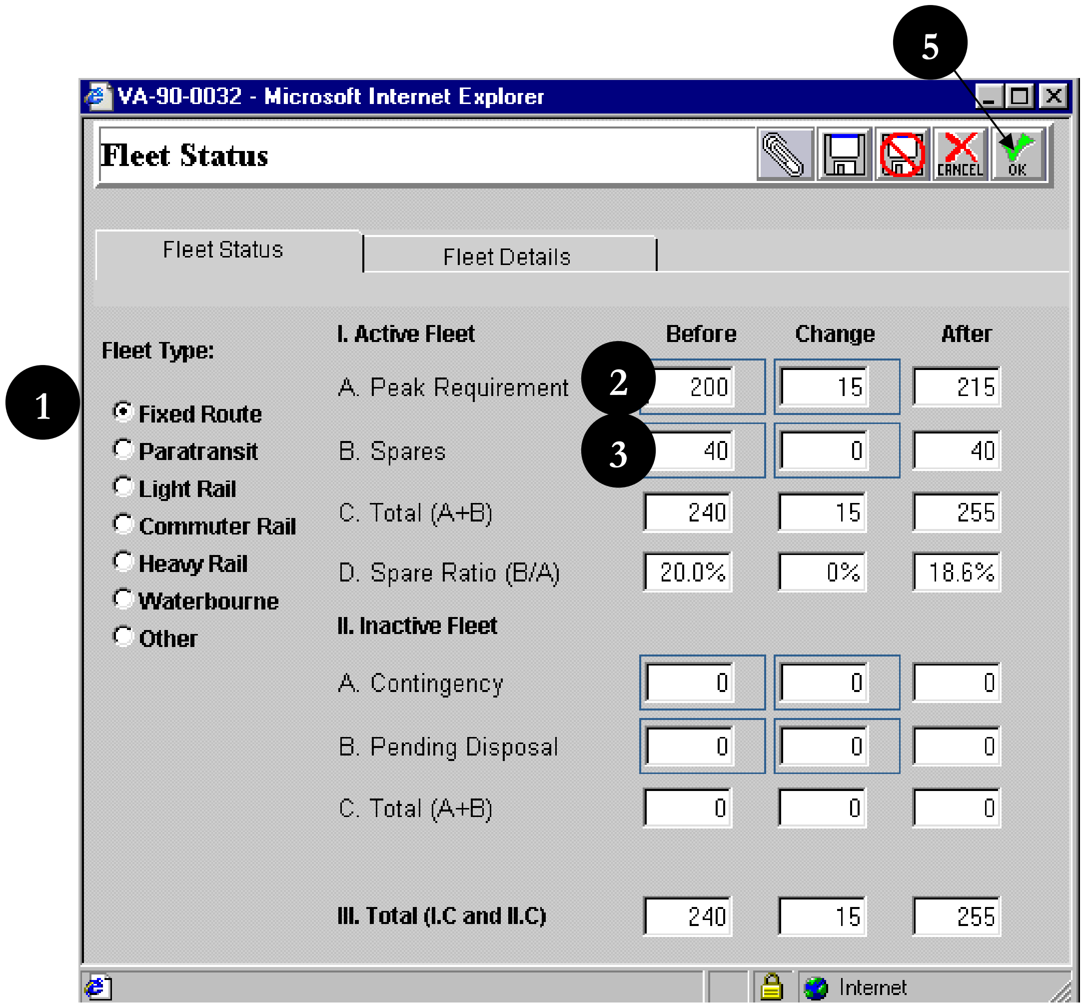

Figure 28

** Note: The entire Fleet Status page may not appear in your browser window. If it does not, use the scroll bar on the right side of your browser window, as you would on any standard Internet site.

Fleet Details Tab

6. Click on the Fleet Details tab and you will see a memo text field. The user has the option to supplement the Fleet Status data with additional information in this area (see Figure 29).

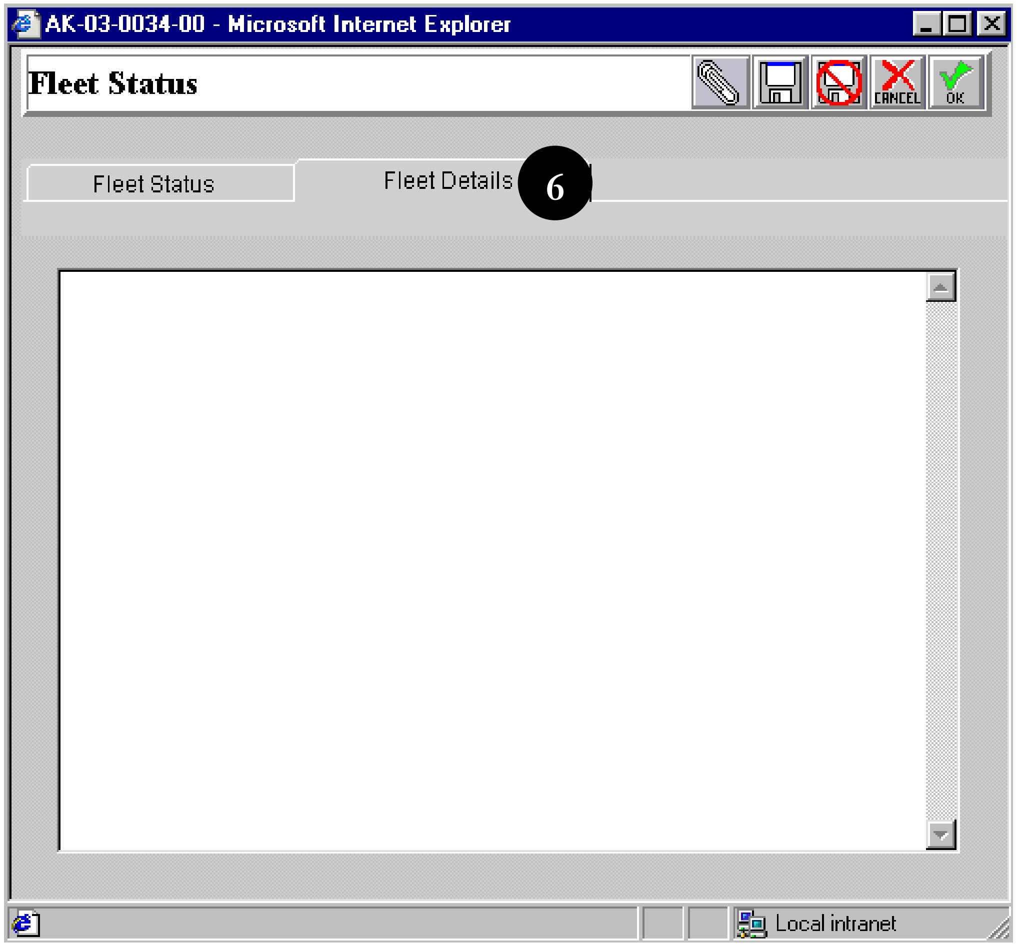

Figure 29

Comments/Concurrence

- From the Main Menu under Modify Application, select Comments/Concurrence (see Figure 30).
- At this point, five of the six sections under the Modify Application portion of TEAM are complete. The last option in this section is 'Comments/Concurrence'. As a Recipient user in building an application for submission to FTA, upon completion of the application (or even before that time) you can mark your application 'Ready for Proj # Assignment' in the Application Status section of the screen. An FTA-assigned project number is a requirement for submission.
- Another use a Recipient user will have for the Comments/Concurrence screen is that, at any time during work-up of the application, FTA staff may provide comments on the application. Here the comments may be reviewed, and any suggested additions or modifications may be made to the appropriate application section(s).

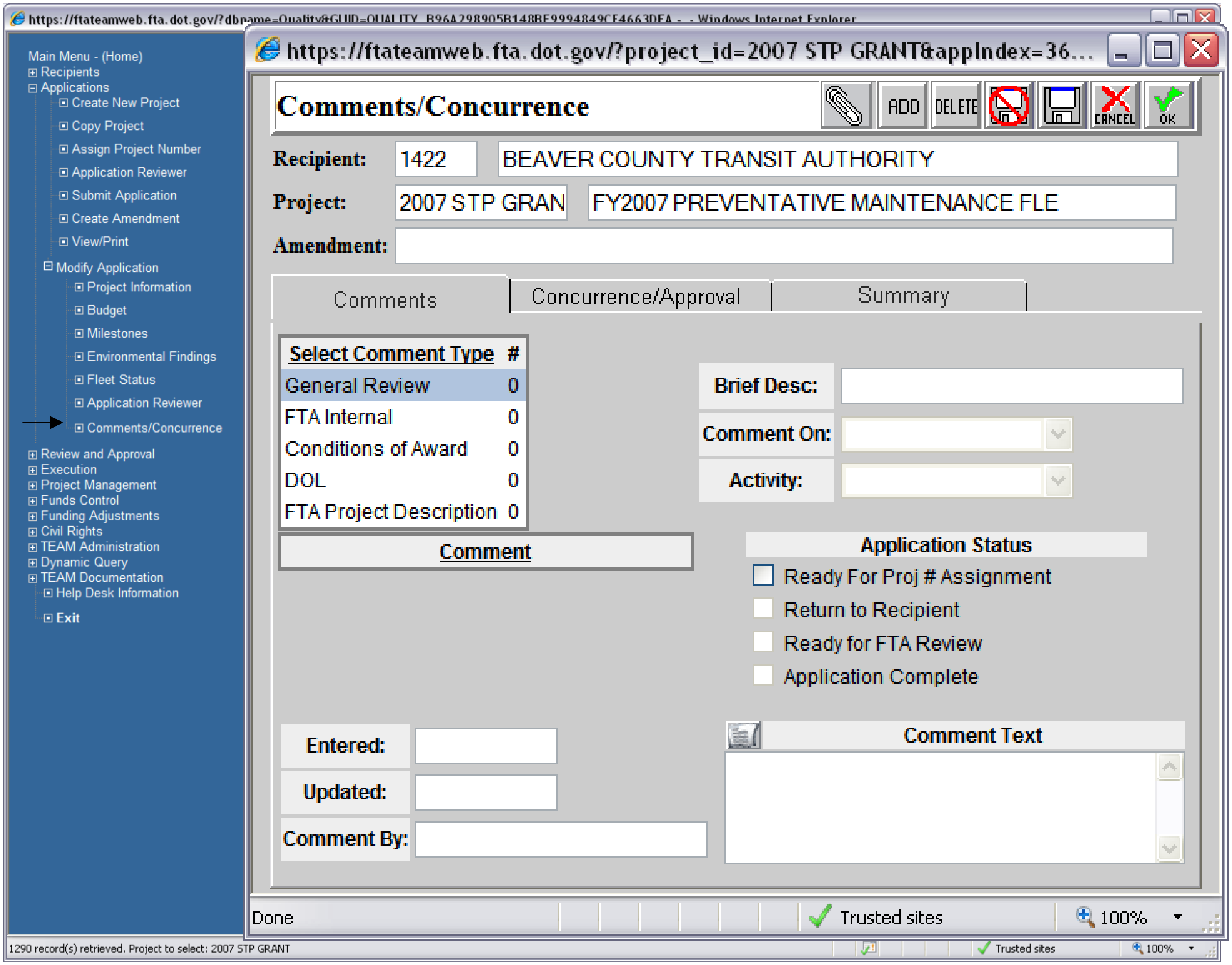
Comments/Concurrence
Recipient: 1422 BEAVER COUNTY TRANSIT AUTHORITY
Project: 2007 STP GRAN FY2007 PREVENTATIVE MAINTENANCE FLE
Amendment:
Comments
Concurrence/Approval
Summary
Select Comment Type #
General Review 0
FTA Internal 0
Conditions of Award 0
DOL 0
FTA Project Description 0
Comment
Brief Desc:
Comment On:
Activity:
Application Status
Ready For Proj # Assignment
Return to Recipient
Ready for FTA Review
Application Complete
Entered:
Updated:
Comment By:
Comment Text

Figure 30

1. Mark the **Application Status** 'Ready for Project # Assignment.' (See Figure 31)
2. Click the **OK** icon to save and exit the screen.
3. TEAM-Web returns to the Project Query Results screen and you will notice that the Status is now 'Pending Submission/Project No. Requested' in the Project Details section. Note that in the future this may have an e-mail notification option.

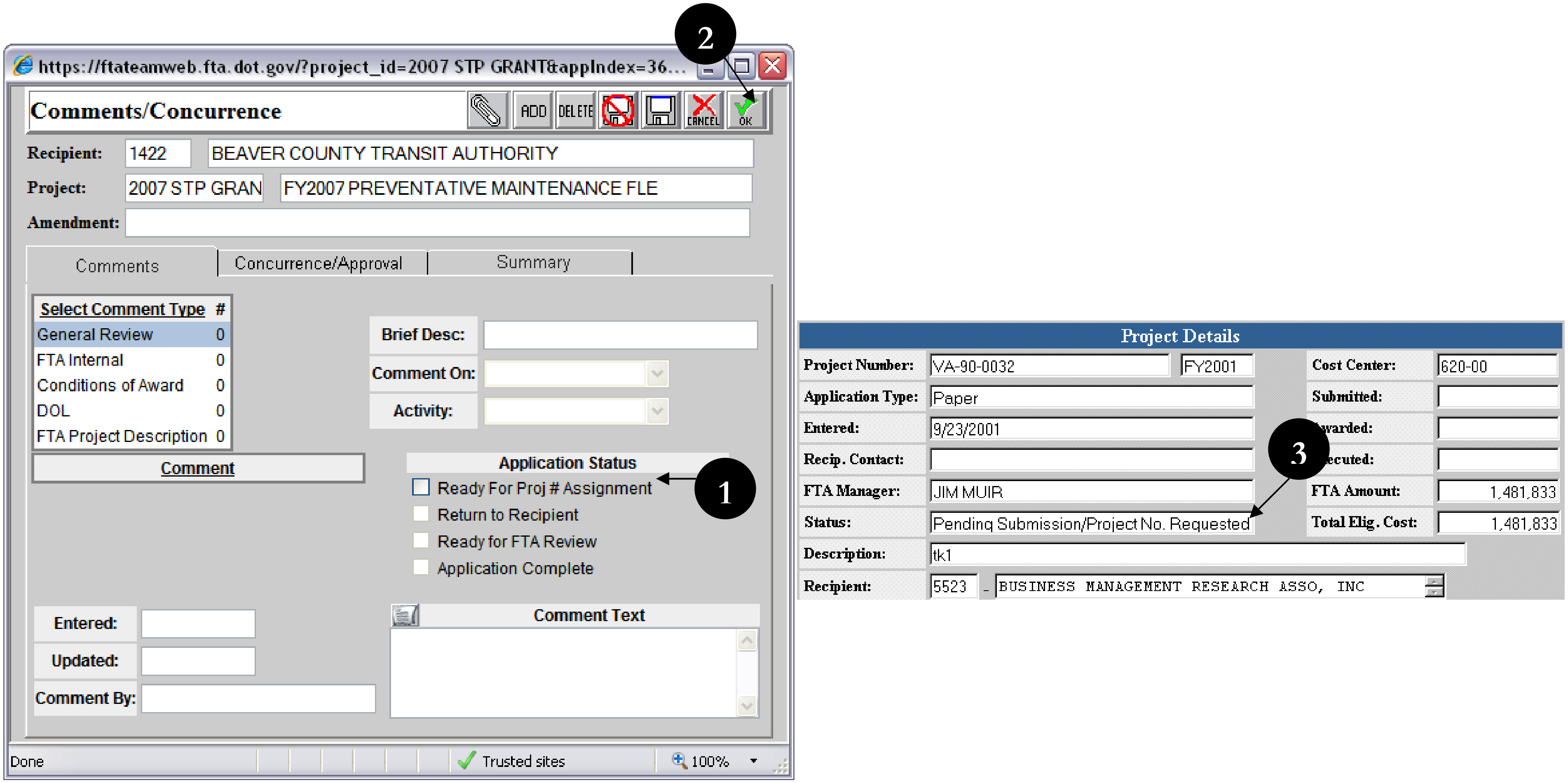

Figure 31

Chapter 4 Index

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